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ABSTRACT

Pursuant to Section 204 of House Resolution 988, 93rd Congress, this annotated inventory of information resources in the legislative branch which are not internal to the House of Representatives is part of a larger project intended to study the information needs and problems of the House in relation to existing institutions and services. This second volume consists of services and resources available from the Architect of the Capitol, the Congressional Budget Office, the Library of Congress including the Congressional Research Service, the Office of Technology Assessment, and the United States Senate. The listing is arranged into three categories for each agency included in this document: (1) information to assist Members in their official duties; (2) information on the management of that agency; and (3) information about the organization and operations of that agency. (Author/STS)

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94th Congress, 2d Session - - - - - - -

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INVENTORY OF INFORMATION RESOURCES

FOR THE

U.S. HOUSE OF REPRESENTATIVES

PART II: OTHER RESOURCES IN THE LEGISLATIVE BRANCH

COMMUNICATION

FROM

THE CHAIRMAN, HOUSE COMMISSION ON INFORMATION AND FACILITIES

BEST COPY AVAILABLE

Printed for the use of the Joint Committee on Congressional Operations

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U.S. GOVERNMENT PRINTING OFFICE

71-246 WASHINGTON : 1976

COMMISSION ON INFORMATION AND FACILITIES

HOUSE OF REPRESENTATIVES

CONGRESS OF THE UNITED STATES

Representative JACK BROOKS, Texas, *Chairman*

ROBERT N. GIAIMO, Connecticut
JAMES G. O'HARA, Michigan
DON FUQUA, Florida
ELIZABETH HOLTZMAN, New York
JAMES C. CLEVELAND, New Hampshire
JOHN M. ASHBROOK, Ohio
CHARLES W. WHALEN, Jr., Ohio
PHILIP M. CRANE, Illinois

LETTER OF TRANSMITTAL

THE HOUSE COMMISSION ON INFORMATION AND FACILITIES,
Washington, D.C., December 30, 1976.

Hon. CARL ALBERT,
Speaker of the House of Representatives,
The Capitol, Washington, D.C.

DEAR MR. SPEAKER: The House Commission on Information and Facilities was directed by House Resolution 988, 93d Congress, to study "the information problems of the House of Representatives against the background of the existing institutions and services available to the House."

The Commission's Task Force on Information Resources is compiling an annotated inventory of such existing institutions and services. The Inventory of Information Resources for the U.S. House of Representatives, Part II; Other Resources in the Legislative Branch, has been completed and is transmitted herewith.

Sincerely,

JACK BROOKS, *Chairman.*

LETTER OF TRANSMITTAL

THE HOUSE COMMISSION ON INFORMATION AND FACILITIES,
Washington, D.C., December 30, 1976

Hon. JACK BROOKS,
Rayburn House Office Building,
Washington, D.C.

DEAR MR. CHAIRMAN: As part of our comprehensive study of the information resources and services available to the House of Representatives, I am forwarding herewith the Inventory of Information Resources for the U.S. House of Representatives, Part II; Other Resources in the Legislative Branch.

Sincerely,

DON FUQUA,
Chairman, Task Force on
Information Resources.

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INTRODUCTION

The Task Force on Information Resources of the House Commission on Information and Facilities has compiled an inventory of information resources and services available to the Members of the House. In order to make that inventory manageable, and to provide Members and their staffs with the opportunity to study the listings, it was divided into four sections. The first part listed in-house services and resources (H. Doc. 94–537).

This second section consists of information services and resources available from the Architect of the Capitol, the Congressional Budget Office (CBO), the General Accounting Office (GAO), the Government Printing Office (GPO), the Library of Congress (LC) including the Congressional Research Service (CRS), the Office of Technology Assessment (OTA), and the United States Senate.

Part three contains the listing of available services and resources from the Executive Branch of the Federal Government. while the fourth part is private sector information resources and services available to the House of Representatives.

The listing is arranged into three categories for each agency included in this document: (1) information to assist Members in their official duties, (2) information on the management of that agency and (3) information about the organization and operations of that agency. Where it is not possible to separate an office into one category, it is listed under the major category. Within each category, the dynamic and changing information resources are described first, followed by the more static and permanent collections of information.

Congressional Budget Office and the Office of Technology Assessment have tasks mandated by law and the order in which assistance may be provided is also set by law. These are listed in the beginning of the annotated listings for these agencies. The General Accounting Office has a number of responsibilities set by law but these are not as restrictive as those for the CBO and OTA. These responsibilities are listed under GAO. The majority of contacts with the Library of Congress will be with the Congressional Research Service. Because of this fact, this document lists the information services and resources of CRS first, under each of the three categories, followed by those from the other units of the Library of Congress.

THE ARCHITECT OF THE CAPITOL

The office of the Architect of the Capitol, provides information tion in each of the three categories: assistance to Members in legislative duties, management of the Capitol, and organization and operation of the Capitol. The Art and Reference Division of the Architect's Office provides much assistance in the area of maintenance of the Capitol's history.

ARCHITECT'S OFFICE

The Architect of the Capitol is responsible for the care, maintenance, and improvement of all Capitol Grounds and buildings (including structural and mechanical care). On request, the Architect's Office will assist Members and committees with the drafting of legislation pertaining to planning, construction, and renovation of congressional buildings. Assistance will also be given for the designing of Member's and committee's offices for space utilization.

ART AND REFERENCE DIVISION

The Art and Reference Division, of the Architect's Office, under the direction of the Joint Committee on the Library, is responsible for the caring, protecting, and placing of works of art, exhibits, and historic objects in the Capitol. The major responsibility of this division lies in the maintenance of the history of the Capitol through its documents and artifacts.

(8)

CONGRESSIONAL BUDGET OFFICE

ORDER OF ASSISTANCE (BY LAW)

The Congressional Budget Office (CBO) was created by the Budget and Impoundment Control Act of 1974 (Public Law 93–344). This Act established an order in which committees and Members are to be served by the Congressional Budget Office. The order is as follows:

(1) In general, provide information to the House and Senate Budget Committees on all matters within their jurisdiction (2 U.S.C. 602(a), (202)(a)).
(2) On request, provide information to the appropriating and taxing committees (2 U.S.C. 602(b), (202)(b)).
(3) On request of any other committee, provide information compiled under numbers (1) and (2) and to the extent practicable additional information which may be requested, (2 U.S.C. 602(c)(1), (202)(c)(1)).
(4) On request of a Member, provide information compiled under numbers (1) and (2) and to the extent available additional information which may be requested (2 U.S.C. 602(c)(2), (202(c)(2)).

TASKS MANDATED BY LAW

In addition to this established order for service, the Congressional Budget Office is mandated by the Budget and Impoundment Control Act to perform certain tasks, which also places some restrictions on the ability of the staff to assist Members in their information needs. However, the end products of these tasks are information resources and are described in this report. The following is a list of those tasks:

(1) Assume the duties and functions formerly performed by the Joint Committee on Reduction of Federal Expenditures (scorekeeping), 2 U.S.C. 602(c), [202(e)], see also 31 U.S.C. 571.
(2) Annually on or before April 1, furnish to the Budget Committees a report on fiscal policy for the next year, to include a discussion of alternative levels of revenues, budget authority, outlays and tax expenditures, plus alternative allocations among major programs and functional categories, all in the light of major national needs and the effect on "balanced growth and development of the United States," 2 U.S.C. 602(f)(1), [202(f)(1)].
(3) From time to time, furnish the Budget Committees such further reports as "may be necessary or appropriate", 2 U.S.C. 602(f)(2), [202(f)(2)].
(4) Develop and maintain filing, coding and indexing systems for all information obtained by CBO from the Executive Branch or from other agencies of the Congress, 2 U.S.C. 603(b), [203(b)].
(5) With respect to each committee bill providing new budget authority, furnish to the reporting committee for its consideration: (a) a comparison of the bill to the most recent

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concurrent resolution on the budget, (b) a 5-year projection of outlays associated with the bill, and (c) the amount of new budget authority and resulting outlays provided by the bill for State and local governments, *31 U.S.C. 1329(a)(1)*, [*308(a)(1)*].

(6) With respect to each committee bill providing new or increased tax expenditures, furnish to the reporting committee for its consideration: (a) a report on how the bill will affect the levels of tax expenditures most recently detailed in a concurrent resolution on the budget, and (b) a 5-year projection of the tax expenditures resulting from the bill, *31 U.S.C. 1329(a)(2)*, [*308(a)(2)*].

(7) Periodically, issue a scorekeeping report on the results of congressional actions compared to the most recently adopted concurrent resolution on the budget, plus status reports on all bills providing new budget authority or changing revenues and the public debt, *31 U.S.C. 1329(b)*, [*308(b)*].

(8) Annually, "as soon as practicable after the beginning of each fiscal year," issue a 5-year projection of budget authority and outlays, revenues and tax expenditures, plus the projected surplus or deficit, year by year, *31 U.S.C. 1329(c)*, [*308(c)*].

(9) Prepare "to the extent practicable," a 5-year cost estimate for carrying out any public bill or resolution reported by any committee (except the two appropriating committees), *31 U.S.C. 1353*, (*403*).

(10) Jointly study with OMB, but separately report, on the feasibility and advisability of year-ahead budgeting and appropriating, the report to be made by February 24, 1977, *31 U.S.C. 1020 note*, [*502(c)*].

(11) Cooperate with the Comptroller General in the development of standard fiscal terminology, *31 U.S.C. 1152(a)(1)*, [*801(a)*], (*Sec. 202(a)(1) of the Legislative Reorganization Act of 1970*).

(12) Cooperate with the Comptroller General in developing an inventory of fiscal information sources, providing assistance to Congress in obtaining information from those sources and furnishing, on request, assistance in appraising and analyzing information so obtained, *31 U.S.C. 1153(b)*, [*801(a)*], (*Sec. 203(c) of the Legislative Reorganization Act of 1970*).

(13) With the Comptroller General, establish a central file or files "of the data and information required to carry out the purposes of this title." *31 U.S.C. 1153(c)*, *801(a)*. (*Sec. 203(c) of the Legislative Reorganization Act of 1970*).

Section 1: Information for the Legislative Process

Divisions

The Congressional Budget Office is organized by Divisions, each working closely with committees and Members of Congress.

Budget Analysis Division

The Budget Analysis Division's primary responsibility is to insure that accurate and comprehensive budget information is available to

the Congress in support of the budget cycle as defined in the Budget and Impoundment Control Act of 1974. The Division is divided into two groups.

Group One of this Division prepares, analyzes and tracks budget estimates; prepares the periodic reports comparing congressional actions affecting the budget within the limits of the concurrent resolution, the President's budget and other indexes of Government activity; undertakes cost analysis of pending legislation; prepares 5-year projects of congressional budget action; provides analyses of budget authority and outlay estimates from the current services budget submitted by the President, insures the accuracy of these estimates and provides comparisons to prior year budgets.

The second group of the Budget Analysis Division is concerned with the budget process, budget concepts, and the automated information system. It assumed CBO's statutory responsibilities in the areas of budget terminology (Section 502), studying the feasibility of advance appropriations (Section 502(c)), and support to the budget committees in their continuing studies of additional budget reform proposals (Section 703). In addition, this group is responsible for the development and improvement of the automated system for meeting budget information needs of the Congress and for undertaking the legislative classification work relating the budget to authorizing statutes.

Fiscal Analysis Division

The Fiscal Analysis Division analyzes the condition of the economy, including inflation, unemployment, production, incomes, and credit. They prepare forecasts of the economic future and develop measures of how the future would be altered by various economic policies or development. The division staff produces information on the economic outlook over the next several years, including quarterly projects of major economic aggregates, written reports, testimony, briefings, etc. The staff draws on at least four kinds of information:

(1) Current information about the economy,
(2) Current information about economic policies,
(3) Forecasts from econometric models and other sources, and
(4) Policy "multipliers" modifying these forecasts on the basis of alternative economic policies.

Tax Policy Division

The Tax Policy Division is responsible for revenue estimation, analysis of tax expenditures, and studies of the incidence of alternative tax structures. The division consists of two subunits. The receipt and distribution group works closely with the Joint Committee on Internal Revenue Taxation and Treasury, and prepares the revenue and receipt estimates required in the CBO annual report (Section 202(f) and the 5-year projection (Section 308(c)). The tax expenditure group carries out tax expenditure analysis required for new tax expenditure legislation (Section 308(a) and the annual report, and works closely with the House Ways and Means Committee, the Senate Finance Committee, and the House and Senate Budget Committees.

Natural Resources and Commerce Division

The Natural Resources and Commerce Division prepares comprehensive analyses of possible budget alternatives in the areas of energy,

environment, natural resources, science, agriculture and rural development, commerce, transportation, and communications. Working with committee members and their staffs, the division provides Congress, in the annual report and other studies, with a range of budget options in each area, with analysis of their implications and their interrelationships. The division expects to provide congressional committees with careful assessments of potential budgetary problems and alternatives, not just in regard to the upcoming fiscal year, but projected forward for several years into the future. Finally, the division provides information and conducts special studies at the request of the budget committees and other committees and Members.

Human Resources and Community Development Division

This division provides policy analysis of major program and budget allocation choices facing the Congress and its committees in the following areas:

(1) Income Assistance—including Social Security, Supplemental Security Income, Public Assistance, Unemployment Insurance, Pension Benefits, including Railroad Retirement, Food Stamps, Child Nutrition, etc.;
(2) Education and Employment—including all federally assisted education programs, Comprehensive Employment and Training Act programs, Public Service Employment, Vocational Rehabilitation, Employment Service, Workmen's Compensation, Work Incentive Program, occupational health and safety, etc.;
(3) Health and Veterans' Affairs—including Medicare, Medicaid, possible Health Insurance Programs, the development of health resources, such as health professionals and health maintenance organizations (HMO's), federally financed health service delivery programs, safety and health regulatory activities, biomedical research; the V.A. compensation and pension, education and health programs will be reviewed in conjunction with their relationship to similar programs for the general population;
(4) Community Development and Housing—including housing programs, Community Development Act programs, regional and area economic development activities, disaster assistance, and public safety and law enforcement assistance.

The division prepares analyses in these areas as part of the CBO annual report and also does special studies for the budget committees and other committees.

National Security and International Affairs Division

The National Security and International Affairs Division carries out studies and analyses of budget matters relating to the defense establishment and international economic programs. The division analyzes budget alternatives in these areas for inclusion in the CBO annual report (as required by Section 202(f)), and is responsible additionally for special studies. The division consists of two groups, the first concerns itself with defense, arms control and intelligence budget issues. The responsibilities of this group includes special efforts to look sufficiently far into the future to provide the Congress with information to support force structure and procurement decisions. The second

group examines the impact on the economy and on the Federal budget of foreign programs such as commodity exchanges, foreign aid, tariff and subsidy programs, and international monetary agreements.

Management Programs Division

The Management Programs Division fulfills a dual role in the Congressional Budget Office. First, the division provides internal administrative and management support services, and for information in this regard see Section 2 of this report on the CBO.

The Management Programs Division exercises its other major responsibility as one of the program analysis divisions. It participates in CBO's programmatic activities in two significant areas. First, the division provides information and analyses of the general government programs—those managed by the Civil Service Commission, General Services Administration, Postal Service, Treasury Department, and other similar agencies. The division also conducts studies of the budget issues involved in governmentwide organization, manpower utilization, executive branch reorganizations, regulatory program management, and other broad management areas.

OFFICE OF INTERGOVERNMENTAL RELATIONS

The Office of Intergovernmental Relations serves as the communications center and the point of contact with the Congress, external organizations, and the news media.

One of the office functions is to provide Members of the Congress with timely and substantive responses to inquiries concerning general budget issues and CBO reports and studies.

This office coordinates requests from State and local governments, national organizations, educational institutions and interest groups. In that regard, this office is establishing a dialog with State and local government officials to assist them in understanding the congressional budget process and receiving Federal budget data.

This office also provides the editorial support to assist the other divisions of CBO with preparation of reports and other manuscripts for publication.

VISITING SCHOLARS PROGRAM

The Visiting Scholars Program gives CBO access to the talents of scholars throughout the Country who are not able to come to Washington permanently.

PUBLICATIONS OF CBO

The Congressional Budget Office publishes various types of documents which can be divided into seven groups.

Major CBO Reports

(*A*) *Budget Options for Fiscal Year 19—*. This report is prepared by CBO for the Committees on the Budget pursuant to Section 202(f) of the Congressional Budget Act of 1974 (P.L. 93-344). It is to be available to the Budget Committees on or before April 1st of each year. The fiscal year 1977 document is divided into three parts; a Summary, a section dealing with the economy and the important budget issues for that fiscal year, and a third part which examines in more detail major budget options and their long term impact.

(*B*) ***Five-Year Budget Projections.***—The CBO is required by Section 308(c) of the Congressional Budget Act of 1974 (P.L. 93–344) to issue a report, as soon as practicable after the beginning of each fiscal year, making a 5-year projection of completed Congressional Budget action. The first report made projections for fiscal years 1977 through 1981.

Reports on State of the Economy

Issued periodically by the Divisions at CBO are reports on the state of the economy. Three such reports have been issued. The first was "Inflation and Unemployment: A Report on the Economy," issued June 30, 1975, the second was "Recovery: How Fast and How Far?", issued September 15, 1975, and the third was "Sustaining a Balanced Expansion," issued August 3, 1976.

Testimony and Press Releases

The Congressional Budget Office periodically issues press releases summarizing reports of the CBO and testimony of Director Rivilin before Congressional committees. Also available from CBO are copies of Director Rivilin's testimony.

Background Papers

Background papers dealing with topics that are considered of interest to the Congress and that potentially could affect the economy or the Federal budget are issued at irregular intervals by CBO. Twelve such papers have been issued so far.

Staff Working Papers

Staff working papers are prepared by individual staff members of CBO either in reply to a congressional request or to provide data to assist in reading and interpreting budget material.

Scorekeeping Reports

These reports are required by Section 308(b) of the Congressional Budget Act of 1974 (P.L. 93–344). They contain information on the status of Congressional action on the budget.

Miscellaneous Reports

The CBO undertakes studies on budget related issues at the request of Congressional committees.

Section 2: Information about the Management of CBO

Office of the Deputy Director

The Deputy Director assists the Director in the overall management of the Congressional Budget Office and coordinates the preparation of CBO's annual report on budget alternatives.

Management Programs Division

The Management Programs Division fulfills a dual role in CBO. First, the division provides internal administrative and management support services for all other components of CBO. These activities include personnel management, financial services, library services for the professional staff (and the public, as required in Section 203), contracting, computer support, and office services. The division also

prepares the CBO annual budget, establishes and manages an internal budget control system, and prepares oversight reports for the director to the budget committees.

Information with regard to the other role of the Management Division is contained in Section 1 of this report on CBO, under the Division.

Section 3: Information about the Organization and Operations of CBO

OFFICE OF THE DIRECTOR

The Director of the Congressional Budget Office is responsible for the overall planning and direction of the programs, services and operations of the office.

OFFICE OF THE GENERAL COUNSEL

The General Counsel for the Congressional Budget Office interprets applicable statutes, analyzes proposed legislation, oversees procurement action, and is the senior adviser on policy issues.

OFFICE OF INTERGOVERNMENTAL RELATIONS

The Office of Intergovernmental Relations serves as point of contact with CBO. For full explanation of this office see the listing for this office under Section 1 of this report on CBO.

GENERAL ACCOUNTING OFFICE

Basic Legislation on GAO

The General Accounting Office was created as "an arm of the Congress" by the enactment of the Budget and Accounting Act of 1921. The *basic legislation* establishing the agency's functions is contained in:

—the Budget and Accounting Act of 1921, approved June 10, 1921 (ch. 18, 42 Stat. 23, 31 U.S.C. 41);
—the Government Corporation Control Act, approved December 6, 1945 (Public Law 79–248, 59 Stat. 597, 31 U.S.C. 841);
—Section 206 of the Legislative Reorganization Act of 1946, approved August 2, 1946 (Public Law 79–601, 60 Stat. 837, 31 U.S.C. 60);
—the Budget and Accounting Procedures Act of 1950, approved September 12, 1950 (Public Law 81–784, Title 1, pt. II, secs. 110–118, 64 Stat. 834, 31 U.S.C. 65–67);
—the Legislative Reorganization Act of 1970, approved October 26, 1970 (Public Law 91–510, 84 Stat. 1140, 31 U.S.C. 1154, 1171–1176);
—the Congressional Budget and Impoundment Control Act of 1974, approved July 12, 1974 (Public Law 93–344, 88 Stat. 297, 31 U.S.C. 1301); and
—the General Accounting Office Act of 1974, approved January 2, 1972 (Public Law 93–604, 31 U.S.C. 52c).

A compilation of laws relating to the functions and jurisdiction of GAO through January 1973 is available from the agency. The document is currently being updated.

Section 1: Information To Assist Members in Legislative Duties

DIRECT ASSISTANCE

The General Accounting Office provides *direct assistance* to the Congress in a number of ways.

Staff

GAO staff may be temporarily assigned to committees and subcommittees.

GAO maintains a professional staff at the Capitol to audit various revolving funds, other House and Senate activities, and private organizations operating on the Capitol Grounds. This staff also helps with management, financial, and administrative problems when asked by officers of the Congress.

Briefing

To expedite availability of information or to meet other needs, their findings may be communicated to congressional committees and Members of Congress and staffs through oral presentations. This technique is being used with increasing frequency.

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Assistance on Proposed and Pending Legislation

Advice and assistance to Members and committees with regard to proposed legislation and drafts of legislation and reports on pending legislation are provided by GAO.

Testifying at Hearings

When requested, GAO will testify at committee hearings, or submit material for the record.

Special Audits or Studies

GAO may be requested to perform special audits or studies by individual Members or by committees. Such requests are to receive priority consideration and these requests are complied with to the extent practicable within the limitations of GAO staff resources and other work requirements.

Legal Advice

Formal and informal legal advice and assistance; GAO's views on contractual, fiscal, and administrative provisions of law; and GAO's views on administrative regulations are available upon request.

Liaison

The Office of Congressional Relations serves as the communications and coordination link between the General Accounting Office and the Members and committees of Congress. The Office is under the direct supervision of the Deputy Comptroller General and the functions are:

—coordinate GAO work to meet and anticipate the needs of the committees and Members of Congress,
—keep the committees informed on information developed by their operation divisions,
—determine committee interests and to consider them in planning their audit programs,
—provide personal attention to the inquiries and requests of individual Members of Congress and committees,
—arrange for testimony to be given before congressional committees.

SELF-INITIATED WORK STUDIES AND AUDITS SPECIFICALLY DIRECTED BY LEGISLATION

In some instances, legislation includes a requirement that GAO make specific studies or audits. According to the GAO, over half of their professional staff resources are required to do the audits which they initiate under this basic legislative authority, of the programs, activities, and financial operations of Federal departments and agencies and their contractors and grantees. In programing this self-initiated work, GAO examines agencies and programs which they feel are of the highest concern to the Congress and attempt to foresee future needs.

OPERATING DIVISIONS

The workload of GAO is divided among the agency's nine *operating divisions* and its regional offices. These divisions have Government-wide responsibility for assigned programs or functions. Twenty-six

issue areas have been identified by GAO and assigned to divisions which are to have lead-division or primary responsibility for work in these areas.

International Division

The International Division develops and executes work plans and audit programs for all Government programs having international character and for relevant elements of departments and agencies administering these international programs. This work includes reviews of Government participation in (1) development assistance programs, both bilateral and multilateral (2) international trade, monetary, and financial activities, and (3) Government functions relating to foreign policy and security. The audit work extends to the Department of State, Agency for International Development, United States Information Agency, Overseas Private Investment Corporation, Export-Import Bank, Arms Control and Disarmament Agency, and the international activities of the Office of Management and Budget and the Departments of Agriculture, Commerce, Post Office, Defense and the Treasury.

Audit coverage of international programs is extended overseas by the staffs of the Far East Branch, with headquarters in Honolulu, Hawaii, and the European Branch, with headquarters in Frankfurt, Germany. The Saigon office of the Far East Branch was closed and its responsibilities were transferred to the Bangkok office in December 1973. They also have an office in Panama City.

Federal Personnel and Compensation Division

The Federal Personnel and Compensation Division is responsible for GAO's audit work relating to Government programs and activities for managing and compensating Federal workers. This includes but is not limited to:

—personnel requirements and filling those requirements;
—employee development through training, education, and career management programs;
—use and retention of employees;
—Federal pay, fringe benefits, and retirement; and
—employee relations, including equal employment opportunity program, labor-management relationships, social responsibility programs, and morale and welfare activities (nonappropriated fund activities).

Financial and General Management Studies Division

The Financial and General Management Studies Division has the following principal functions:

—providing expert technical and advisory services in the fields of automatic data processing, systems analysis, actuarial science, and statistical science.
—participating in the Joint Financial Management Improvement Program.
—helping Government agencies develop accounting systems that meet the principles and standards prescribed by the Comptroller General.

—reviewing agency accounting systems in operation for conformity with the Comptroller General's accounting principles and standards; and settling the accounts of accountable officers, except for military disbursing officers.
—reviewing automatic data processing activities or programs on a Government-wide basis.
—promoting the improvement of auditing of Federal and federally assisted programs at Federal, State, and local levels of government.
—reviewing the internal audit systems of Federal agencies.

General Government Division

The General Government Division is responsible for carrying out auditing and reporting functions in the Departments of Commerce, Justice, and the Treasury; the judicial and legislative branches of the Government; the U.S. Postal Service; the District of Columbia Government; the Small Business Administration; certain regulatory agencies; and various other agencies and commissions. The Division is also responsible for audit activities relating to Federal, State, and local intergovernmental relations, general revenue sharing programs and Federal statistical systems.

Logistics and Communications Division

The Logistics and Communications Division is responsible for the audit of logistics and communications activities in the Department of Defense and the General Services Administration and for related policies and practices throughout the Government. It is also responsible for auditing the activities of the Office of Telecommunications Policy, Executive Office of the President, and all Government functions related to printing and publications, and including the Government Printing Office.

This Division has audit cognizance over (1) cataloging and standardization activities, (2) supply management effectiveness through reviews of the requirements for, and the receipt, storage, distribution, and disposal of, materials and equipment, (3) the repair and maintenance of equipment and components, (4) the acquisition and management of facilities, (5) the readiness of active and reserve military forces, (6) the management of Government industrial facilities, (7) the acquisition and operation of communications and data processing systems, (8) transportation and traffic management activities, and (9) supporting activities, such as food service, records management, and printing and publishing operations.

Manpower and Welfare Division

The Manpower and Welfare Division is responsible for auditing manpower, health, education, and income security operations and programs administered by the Department of Health, Education, and Welfare; Department of Labor; National Science Foundation; Community Services Administration; Equal Employment Opportunity Commission; Legal Services Corporation; Consumer Product Safety Commission; ACTION; Corporation for Public Broadcasting; health programs of the Department of Defense and the Civil Service Commission; Railroad Retirement Board; Veterans' Administration; National Labor Relations Board; Pension Benefit Guaranty Corporation; and Federal Mediation and Conciliation Service.

Procurement and Systems Acquisition Division

The Procurement and Systems Acquisition Division is responsible for auditing all Government procurement operations, including the procurement and related research and development functions for such major acquisitions as weapon systems in the Department of Defense and systems of comparable complexity in civil departments and agencies.

Procurement programs and activities falling within the division's jurisdiction are administered largely by components of the Department of Defense, National Aeronautics and Space Administration, Energy Research Development Administration (Weapon Procurement), and General Services Administration (Federal Supply Service). These agencies are responsible for most of the procurement dollars represented by the Federal budget. The Division, however, is concentrating an increasing amount of its resources and efforts on multi-agency and Government-wide reviews.

Science and Technology Subdivision

The Science and Technology Subdivision is responsible for (1) review of mission-related research and development of the Department of Defense and the military services, the National Aeronautics and Space Administration, and the Nuclear Regulatory Agency (military-related effort) and (2) reviews into and functional cognizance of Government-wide science and technology matters.

The subdivision is responsible for work of the Division related to all aspects of research and development and science and technology:

—national science policies and goals, priorities, strategy and allocation of research and development resources.
—the planning, generation, application, and ultimate impact of introducing technologies.
—management of federally sponsored research and development.

The Deputy Director of the Science and Technology Subdivision is responsible for activities relating to the Office of Technology Assessment, including direct assistance to the Comptroller General in carrying out his duties as a member of the Technology Assessment Advisory Council.

Resources and Economic Development Division

The Resources and Economic Development Division is responsible for audit work at the Departments of Agriculture, Housing and Urban Development, Interior, and Transportation, the Department of the Army, Corps of Engineers (civil functions), Energy Research and Development Administration, Nuclear Regulatory Commission, Federal Power Commission, Environmental Protection Agency, Tennessee Valley Authority, and various commissions, boards, and councils. It is also responsible for audit activities involving interrelationships among all Federal departments, agencies, and programs concerning water resources, the environment, housing and community development, land use, and transportation.

Claims Division

This Division previously was called the Transportation and Claims Division. However, the General Accounting Office Act of 1974 provided for transfer of GAO transportation rate audit function to the

General Services Administration. This transfer was accomplished formally on October 12, 1975. Therefore this Division was renamed the Claims Division on October 24, 1975.

The Claims Division is responsible for settling and adjudicating all general claims and demands by or against the United States. In settling these claims, it furnishes technical support and other assistance to the Department of Justice in its prosecution or defense of suits in which the United States is a party.

This Division also reviews, evaluates, and reports on the claims settlement and debt collection activities of Government agencies and assists agencies in improving their effectiveness in these activities.

Field Operations Division

The Field Operations Division, through its headquarters staff and regional offices, performs accounting and auditing work assigned by the directors of all GAO operating divisions. In addition, it is responsible for audits assigned under the Government Corporation Control Act and similar legislation and for audits of the four military finance centers.

WRITTEN COMMUNICATIONS AND PUBLICATIONS

Reports.—GAO issues reports to comply with statutory requirements, to call attention to important matters requiring or warranting action by the Congress, and to communicate useful information on matters of interest to the Congress. Reports are also prepared to fulfill requests from congressional committees and Members of Congress.

Staff Papers and Studies

GAO staff papers, issue papers, discussion briefs and staff studies may be given to Members and staff in addition to GAO's regular reporting format when considered appropriate.

Publications Lists

The General Accounting Office provides two publications lists.

A List of Reports is published every 6 months and contains a listing of Comptroller General reports to the Congress published during the last year, congressional testimony and speeches by the Comptroller General and other GAO officials, and other GAO publications.

A monthly List of Reports is sent to each Member's office and published in the Congressional Record. Each list shows the report title, date of release, GAO file number, and identity for the described activities. Brief digests of the reports to the Congress or committees are also included.

Congressional sourcebook.—A directory of Federal budgetary, fiscal, and program-related information sources planned as a regular periodical publication to improve the Congress awareness of and access to executive agency information.

Decisions of the Comptroller General of the United States.—Information on obtaining copies of these reports can be found in *General Accounting Office Publications.* In addition, all published decisions of the Comptroller General, together with digests of all unpublished decisions, have been programed and are machine accessible from the Air Force's computer research program, Federal Legal Information Through Electronics.

Directory of information sources and systems, directory of program evaluations, and directory of recurring reports.—Three standard publications to be issued on an annual recurring basis. The information for these Government-wide inventories will be stored in a computer data base comprised of three files. The data base will be maintained and updated at least annually and will serve as an information resource to respond to special queries and to derive various subsets of information for selected reports and publications.

Information requirements documents.—Reports to identify and document the information needs of the Congress and communicate those needs to executive branch organizations are prepared in connection with GAO's work under title VIII of the Legislative Reorganization Act of 1970, as amended.

KWOC.—An acronym for the words "keyword out of context." All GAO reports after July 1, 1973, have been listed and indexed in several ways, such as by date of issuance or by keywords from the report title. These lists are issued as bound volumes of computer printouts and are available for use in the Distribution Section of the GAO library.

Recommendations for legislation.—Each year GAO develops a report summarizing the recommendations for legislative action made in GAO reports that relate to the responsibilities of each congressional committee and that are still open as of December 31.

Report to the Congress as required by section 202(a)(2) of the Legislative Reorganization Act of 1970, as amended.—This report (B–115398) was issued June 30, 1975, on the status of GAO's work in formulating initial standard terminology, definitions, classifications, and codes, as required by the act. Subsequent reports are made at the discretion of the Comptroller General.

Report to the Congress as required by section 202(e) of the Legislative Reorganization Act of 1970, as amended.—This report on progress in GAO's work on the identification of congressional information needs, relationship of the needs to existing reporting, extent to which executive branch reporting presently meets the needs, specification of changes of standard classifications needed, progress on reports monitoring, and executive branch progress during the past year is required annually. GAO's most recent report entitled "Progress in Improving Fiscal, Budgetary, and Program-Related Information for the Congress" (B–115398) was issued August 30, 1976.

Summaries of conclusions and recommendations on Department of Defense operations and summaries of conclusions and recommendations on the operations of civil departments and agencies.—These are annual reports to the appropriations committees containing restatements of important conclusions and recommendations from GAO reports on matters considered to be of special interest to those involved in reviewing and acting on requests for appropriations for the Federal departments and agencies GAO reviews.

LIBRARY

The GAO library primarily serves to support the GAO staff but occasionally answers requests from congressional staff. The law section contains national and regional reporter systems, court reports, Federal

and State codes, administrative agency decisions and regulations, law reviews, and legal texts. The technical section contains periodicals and reports in the fields of accounting, auditing, management, and program evaluation.

OTHER SERVICES

The General Accounting Office performs a number of functions which provide information to various entities of the Congress or are required by law to be performed.

Approving agency accounting systems.—GAO approves agencies' principles and standards and accounting system designs when they are determined to be adequate.

Auditing nonappropriated fund activities.—The General Accounting Office Act of 1974 gave them responsibility for auditing these activities which sell merchandise or services to certain classes of Government employees, retirees, and their dependents.

Claims settlement and debt collection.—GAO settles claims by and against the Federal Government. Claims referred to GAO for settlement are (1) those required by statute to be paid on settlement by GAO and (2) those involving doubtful questions of law or fact.

Comptroller General decisions.—Questions are presented regularly to the Comptroller General about the authority granted by the Congress to departments and agencies and the circumstances under which public funds may be spent. The Comptroller General's legal decisions are final and conclusive for the executive branch and are controlling in GAO audits, but they are not binding on the Congress or on the courts.

Comptroller General decisions may be grouped as follows:

—Appropriations and miscellaneous—the availability and obligations of appropriations, accountability of fiscal officers, and powers and duties of Government agencies.
—Civilian and military personnel—compensation, leave, travel, and transportation of Government personnel.
—Contracts—Government procurements, including consideration of protests of awards or proposed awards of contracts.

Transportation.—Legal questions arising from the movement of Government goods and personnel by common carrier.

Cost-benefit studies.—GAO assists congressional committees, pursuant to section 204 of the Legislative Reorganization Act of 1970, in making cost-benefit studies.

Examination of financial statements.—GAO's Field Operations Division examines the financial statements of Government corporations and other activities required under the Government Corporation Control Act.

Major weapon acquisitions.—Because of the investment in acquiring major weapon systems, GAO monitors the status of major systems being acquired. Reports are made for committees for use in their authorization and appropriation hearings. GAO assesses the system's current status as to cost, development, production, and deployment schedule; and technical performance.

National Intergovernmental Audit Forum.—The National Intergovernmental Audit Forum and 10 regional audit forums are composed of representatives from GAO, audit organizations of Federal agencies

with large grant programs, and State and local audit organizations. The forums exchange views and resolve issues, promote acceptance and use of GAO audit standards, and try to achieve coordinated and cooperative working relationships.

Review of rescissions and deferrals.—The Budget and Impoundment Control Act of 1974 requires the Comptroller General to review and report to the Congress the facts surrounding rescissions or deferrals of budget authority.

Regulatory Reports Review.—Section 409 of the Alaska Pipeline Act (Public Law 93–153) amended the Federal Reports Act of 1942, to require GAO to review independent Federal regulatory agencies' collection of information to insure that the information required by such agencies is obtained with a minimum burden upon business enterprises, especially small business enterprises and persons required to furnish the information. One specific function assigned to GAO was to review and clear certain new or revised information collection proposals under U.S.C. 3512 (c) and (d).

Reports monitoring.—GAO monitors the recurring reporting requirements of the Congress. They are currently compiling an inventory of requirements of recurring reports as part of the process of developing directories of information sources.

Review of audit reports of federally chartered corporations.—Under an agreement with the Chairman of the House Committee on the Judiciary, GAO reviews the audits of about 50 federally chartered corporations, such as Boys' Club of America, the Civil Air Patrol, and the National Safety Council. Public accountants perform the actual organization audits. GAO reviews these audit reports to see whether they comply with financial reporting requirements pertaining to federally chartered corporations as defined in Public Law 88–504.

Section 2: Information About the Management of GAO

Providing information about the management of the General Accounting Office would primarily be the responsibility of the Comptroller General of the United States or the Deputy Comptroller General. Pragmatically, the Assistant Comptroller General for Management Services would be able to provide more day-to-day operational information.

Section 3: Information About the Organization and Operation of GAO

As with information about the management of GAO, the Comptroller General of the United States and the Deputy Comptroller General of the United States would have the primary responsibility of providing information about the organization and operations of GAO.

A number of other offices are able to provide information about their specific areas of operation.

OFFICE OF GENERAL COUNSEL

The Office of General Counsel is responsible for GAO's legal and legislative work, e.g., preparation of opinions and decisions of the

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Comptroller General, legal review of GAO audit reports, resolving legal questions raised by the GAO operating divisions, and assistance with preparing comments on pending legislation.

OFFICE OF PROGRAM ANALYSIS

The Office of Program Analysis was established by the Comptroller General on September 5, 1974, and serves as a focal point for expanding analytical information supplied to meet congressional needs. It focuses on two overall objectives in supporting the Congress and its committees and staff. The first objective is to broaden the information by expanding GAO's capacity to conduct analysis and evaluation of major program issues and highlighting the implications of choices available to the Congress in its deliberations. The second objective is to assist the Congress with its requirements and needs for obtaining and using fiscal, budgetary, and program-related data and to improve the quality, availability, and usefulness of such information. The Office of Program Analysis is also responsible for review of impoundments.

OFFICE OF SPECIAL PROGRAMS

The Office of Special Programs is responsibie for the coordination, monitoring, and program development, on a GAO-wide basis, of work involving national issues relating to energy, food, and materials. Growing congressional and public concern over energy and other shortage problems led to its establishment in December 1973. This Office also carries out agencies' requests for information.

OFFICE OF THE INFORMATION OFFICER

The Office of the Information Officer satisfies information requests from the media and the public. It is the focal point of contact between GAO and the various media—press, radio, and television.

GOVERNMENT PRINTING OFFICE

The primary responsibility of the Government Printing Office (GPO) is to furnish Members and committees of Congress all their printing and binding requirements in whatever form is needed.

The Joint Committee on Printing coordinates congressional printing, binding, and distribution needs, as well as controlling the arrangement and style of the Congressional Record, between the Congress and the Government Printing Office.

Section 1: Information for Official Duties

PLANNING SERVICES DIVISION

The Planning Service Division is the unit that most Members and committees of Congress contact. This Division performs liaison and provides information in connection with printing and binding, primarily through two sections.

Congressional Information Section

The Congressional Information Section is the central coordination point within GPO for providing the Congress with assistance. This office maintains continuous contact with congressional committees and Members of Congress to serve as a communications and coordination link between the Congress and GPO. In addition, this section also supplies GPO employees on detail to congressional staffs for copy preparation and proofreading.

Special Services Section

The Special Services Section provides information concerning printing reproducibles in storage at GPO.

The Assistant Public Printer (Superintendent of Documents)

This office provides assistance in connection with the sale and distribution of Government publications and provides the catalogs and indexes of such publications.

Document Sales Service

The Document Sales Service provides for the sale of publications produced by or through GPO. Some distribution of documents is done through this Service.

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

The Library and Statutory Distribution Service takes care of the statutory distribution of Government publications in accordance with Titles 1 and 44 U.S.C. The Depository Library Program and the Depository Library Micropublishing Project are directed through this Service.

TECHNICAL INFORMATION

A number of offices provide technical information as follows:

The *Plant Planning Division*, through its *Estimating Section*, furnishes estimates for work produced in GPO for the Congress.

The *Typography and Design Division* furnishes information for the development of specifications for printed matter and design services. The *Technical Review Section* in Typography and Design performs quality control functions and color evaluations. Upon request this section will also create flip charts, flow charts, and slide series—including audiovisual slides.

PUBLICATIONS

Publications which provide information of use for Members are listed below:

A. The *GPO Style Manual*, a guide for writing and putting together material for congressional publications.

B. *Word Division*, a supplement to the GPO Style Manual, is a quick reference for finding correct word breaks.

C. *Monthly Listing of Publications*, two listings that consists of (1) a monthly listing of all publications produced by GPO for the month; and (2) a monthly listing of selected publications produced by GPO.

SPECIAL INFORMATION

A number of offices can provide information under special circumstances.

Night Production Manager

The Night Production Manager is responsible for the printing and delivery of the *Congressional Record* and other congressional overnight printing.

Electronic Photocomposition Department

The Electronic Photocomposition Department can provide assistance in preparing copy in necessary format for electronic photocomposition.

Congressional Record Index Office

The Congressional Record Index Office compiles the necessary material and keeps a card file for preparation of the biweekly *Congressional Record Index*.

Congressional Record Clerk—Capitol

The Congressional Record Clerk in the Capitol assists Members in obtaining *Congressional Record* reprints. This office also accepts the orders for manila envelopes, charged against the Member's allowance.

SECTION 2: INFORMATION ABOUT THE MANAGEMENT OF GPO

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATIVE SERVICES

The Assistant Public Printer for Management and Administrative Services performs the general office-wide management and administrative functions for the GPO.

Automated services of GPO, supporting functions, and development of related policies, systems, and programs are performed through the Data Systems Service under this Assistant Public Printer.

PRODUCTION DEPARTMENT

The Production Manager performs the administrative functions with regard to the actual production. The Production Manager is assisted by the Night Production Manager for congressional overnight printing and the *Congressional Record*.

SECTION 3: INFORMATION ON THE ORGANIZATION AND OPERATIONS OF THE GPO

PUBLIC PRINTER

The overall operational and administrative functions of GPO are the responsibility of the Public Printer.

CONGRESSIONAL INFORMATION SECTION

The Congressional Information Section, described in Section 1 of this report, or the Joint Committee on Printing are the major contacts between Members and committees of Congress and the Government Printing Office. They will either forward your request or refer you to the office or person who may be able to assist in the request.

LIBRARY OF CONGRESS

(INCLUDING THE CONGRESSIONAL RESEARCH SERVICE)

The Library of Congress is divided into the Office of the Librarian, Assistant Librarians, and seven departments. Members of Congress and their staffs primarily have contact with the Library of Congress through just one of these seven departments, the Congressional Research Service.

Because of this fact, each section of this report on information resources available from the Library of Congress has been divided into two subsections to emphasize this special function. Under each major section, the first subsection lists those information resources available from the Congressional Research Service, while the second subsection catalogues those resources available from the other units of the Library of Congress.

Additional information about the Library may be obtained from two brochures, Some Facts About the Library of Congress and The Library of Congress, which are available from the Office of Information of the Library.

SECTION 1: INFORMATION TO ASSIST MEMBERS IN OFFICIAL DUTIES

Congressional Research Service

The Congressional Research Service is the one department of the Library of Congress whose single exclusive duty is to serve the Congress and only the Congress. Created in 1914 as the Legislative Refer-

ence Service and freed from routine Library work to devote its efforts to congressional needs, it was renamed the Congressional Research Service in 1970 and given even broader and more analytical responsibilities. Through its seven research divisions, senior specialists division, reference division and information support division, the CRS responds to all varieties of research, analytical and information needs of the members, committees and staff of the Congress.

RESEARCH DIVISIONS

The eight research divisions constitute the bulk of CRS resources available to Congress. Their skilled subject specialists and researchers provide issue analyses, research reports, individual consultations, assistance with hearings and legislation, and general reference assistance to committees and members, upon matters within their jurisdictions. The subjects listed under each division are representative of its jurisdiction.

American Law Division

Legal issues and questions, including cases dealing with Federal, state and local law; civil rights and civil liberties, the Judiciary; law enforcement and criminal procedure; military justice; constitutional law; election law; criminal law; separation of powers; antitrust; parliamentary and international law.

The "Digest of Public General Bills and Resolutions" is prepared by this Division, and they are responsible for its publication. The "Digest of Public General Bills and Resolutions" is also available as one of the data files in the automated SCORPIO System.

This Division also prepares "The Constitution of the United States—Analysis and Interpretation", "Major Legislation of the 94th Congress" and a supplement "Legislative Status Checklist", the terminating program list and the purpose and effect memoranda authorized by the Legislative Reorganization Act.

Economics Division

Census; communications; consumer affairs; demography; domestic economic development; economic growth and stabilization; the Federal Budget; housing; insurance; international trade and development; labor; money and banking; occupational safety and health; taxation; transportation.

Education and Public Welfare Division

Health, education, crime, income maintenance and social service programs, including such topics as aging; child care; crime and delinquency; drug abuse control; drug pricing; economic opportunity programs; elementary and secondary education; food stamps; gun control; health manpower and facilities; immigration; manpower; Medicare and Medicaid; national health insurance; public retirement programs; regulation of private pension plans; social security; unemployment and compensation; veterans; welfare.

Environment and Natural Resources Division

Agricultural marketing and production; agricultural wastes and pollution; air pollution; Alaskan development; energy and fuels; environmental monitoring systems; estuarine and coastal zones; fisheries

and wildlife; forestry and timber; minerals and mining; outdoor recreation; pesticides; public lands; resources projections; rural development; solid wastes; water pollution and resources.

Foreign Affairs and National Defense Division

U.S. foreign relations; defense budget and weapons systems; defense policy and organization; intelligence activities; international cooperation in outer space; international development and economic foreign aid policy; international organizations; military strategy and manpower; U.S. foreign policy; African; Asian; Eastern and Western European; Inter-American; Middle East and Middle East regional affairs.

Government Division

Primarily the organization and procedures of Congress, the political system, the executive branch, urban affairs and civil rights. Some of the diverse subject areas include advisory bodies and commissions; American government; campaign finance; civil service and bureaucracy; District of Columbia government; the electoral college; ethics, both Congress and Executive; Executive reorganization; history; impoundments; Indians; intergovernmental relations; minorities; the Presidency, office and powers; public administration; religions; state and local government; territories and possessions; voluntary associations; women in society.

Science Policy Research Division

Aviation (and space) technology; behavorial sciences; biomedical research and environmental health; chemical and biological warfare; earth, atmospheric and marine sciences; engineering; energy technology; futures research; information sciences; materials policy; noise; nutrition; psychology and mental health; science management and priorities; social indicators; surface transportation technology; technology forecasting and assessment.

Information Science Section

The Information Science Section of the Science Policy Research Division under the direction of a Specialist in Information Sciences, develops improvements in the information systems of CRS and provides professional advice on information technology to the Congress. Services provided by this Section include preparation of special studies, organization of seminars for Members and staffs, providing of technical services, and responses to congressional requests for substantive information or interpretive commentary.

Senior Specialists Division

Senior Specialists are appointed in specific areas of legislative concern to provide expert assistance to members and committees in their given fields. Although closely associated with the other research divisions, they are organized as their own division, and often add multidisciplinary dimensions in coordinating research reports done by other CRS analysts. They are available directly for sophisticated studies and analysis in the following areas:

Agriculture; American Government; American Public Law; Business Economics; Conservation; Engineering and Public Works; Environmental Policy; Federal Budget; Housing; International Eco-

nomics; International Relations; Labor; National Defense; National Security; Price Security; Public Administration; Social Welfare; Soviet Economics; Space and Transportation Technology; Taxation and Fiscal Policy; Transportation and Communication; Urban Affairs.

INFORMATION DIVISION

Library Services Division

The Library Services Division provides the necessary information support to all CRS divisions by retrieving the printed and duplicated materials needed as background to answer congressional requests. Frequently, it also provides information directly to congressional committees and offices, in the form of selective bibliographies or newspaper clipping files.

REFERENCE DIVISION

Congressional Reference Division

The Congressional Reference Division handles all inquiries for specific factual reference (such as biographies, quotations, directory services, historical references, statistics, citations); performs magazine and newspaper searches; provides materials for response to constituent questions; distributes CRS reports; and maintains the "hotline" telephone service, the Congressional Reading Room, the reference centers in the Russell and Rayburn Office Buildings, and a "mini" reference center in the Longworth House Office Building.

Congressional Reading Room

The Congressional Reading Room, located in room 109 of the Main Building, is an information and reference center for Members, their immediate families, and congressional staff. Its resources includes topical books on public issues, current magazine and newspapers, and reference works, and a computer video screen providing access to the New York Times Information Bank. The Reading Room provides quick reference service either in person or through the "hotline" telephone service, to which many factual questions wanting immediate answers are referred. Its users have access to the Library's main collections as well as the CRS' extensive clipping files. The Reading Room is also frequently a pick-up for Library materials.

Rayburn Reference Center

The CRS Reference Center (5–6958), located in B–335 of the Rayburn H.O.B., contains a sizable collection of reference materials for use by Members and staffs. While these materials are for use in the Reference Center, they may be borrowed for a short period of time in an emergency. You may also direct your inquiry to the Reference Center staff either by phone or in person. Your inquiry will be answered by the reference librarians, or, by using a computer terminal, refer your inquiry to the main body of CRS for more in-depth research.

The materials include biographical dictionaries, directories of associations and corporations, encyclopedias, atlases, quotation books, and legislative documents. In addition to the reference materials, the Center maintains subscriptions to about 50 magazines and six leading newspapers. Back issues of the magazines and newspapers are main-

tained for a short period of time. Photocopies of articles will be supplied upon request.

Several computer terminals are located in the Center for use by Members and staffs. Available on these terminals are the data files of SCORPIO. Training in the use of the terminals will be provided on a time available basis. The Center is also equipped with photocopier, telecopier, and microfilm reader.

Longworth Bookroom and Reference Center

The Longworth Bookroom, a smaller facility than the other Reference Centers, maintains a small reference library and periodical collection and serves as a pick-up and delivery center for Library materials.

AUTOMATED SYSTEMS (OF CRS)

The Congressional Research Service has access to a number of automated data bases, some of which may be used directly by a Member and/or staff through SCORPIO and all of which are used by CRS for assistance in furnishing information to the Congress. Four of these data bases are maintained by CRS, using the Library's computer, while the others are either maintained by departments or divisions of the Library outside of CRS or they are external data bases.

The Information Systems Group is the administrative unit in CRS with the responsibility of providing automated services for CRS. A description of this Group is in Section 2 of this report on the Library. This Group also assists in the training of congressional offices in the use of those data bases available to them through the Library.

CRS has developed the Legislative Indexing Vocabulary, with the eighth edition containing over 6,000 terms, in order to provide some consistency of subject indexing terms in their data bases.

AVAILABLE THROUGH SCORPIO

Legislative Information Files (Bill Digest)

There are two Legislative Information Files available through CRS, one for the 93rd Congress and the other for the 94th Congress. These Files are essentially the contents of the publication "Digest of General Public Bills and Resolutions". Information in the File for the 94th Congress is usually about 36 hours late inasmuch as it is based on data from the Congressional Record. (For each bill and resolution introduced, the file furnishes a short description of its content, its sponsors and co-sponsors, what committees are handling it, and what actions have been taken on it.) Each bill can be monitored and retrieved by more than 20 elements, including bill number, sponsor, subject, committee, etc., and the information is more complete and up-to-date than that provided in the regular printed Digest.

Major Legislative Issues Data File

This automated file consists of "issue briefs" on up to 200 key topics of congressional interest. Each brief, written and regularly updated by a subject specialist at CRS, contains a definition and background analysis of the issue, numbers and titles of relevant legislation, listing of pertinent hearings and reports, and, as appropriate, a chronology of significant events and references to professional literature.

The briefs can be retrieved either on video screen or in hard copy. A list of current issue briefs is sent to all congressional offices every two weeks, and paper copies will be delivered within the day when requested by telephone.

Bibliographic Citation File

This data file contains citations to CRS written products (reports, multilithed studies, committee prints, and major memoranda) since 1972, and all major publications of Congress, the executive branch, the United Nations, and the Organization of American States. It also includes items of interest to Congress published by state and local governments, universities, and international organizations, as well as interest group publications, magazines, law journals, and academic journals. Any of this material can be retrieved according to subject matter, author, time frame, and type of document.

SDI (Selective Dissemination of Information) automated cards are drawn from the Bibliographic Data Base for use as up-to-date subject profiles. Subscribers to this service indicate their particular subject preference(s), and each week receive a packet of SDI cards, each one an annotated citation to a current or new article, report or document relating to the chosen subject area.

Congressional Record Abstract File

The Congressional Record Abstract File contains abstract of entries in the Congressional Record dating from the first day of the 94th Congress, 2nd Session through most current Record. Each daily Record is indexed and abstracted so that data can be added to the CSIF file from that issue by noon of the same day. Abstracts can be retrieved by bill number, executive communication number, date and/or subject term(s).

National Referral Center Data Base

This automated center, under the auspices of the Science and Technology Division, assists those with scientific or technical questions by referring them to organizations able to answer them. The file of some 11,000 organizations can be searched by subject and organization names, and soon will allow search by geographic location. The information provided includes the name, address and telephone number of the organization, and a brief description of its mission, areas of interest, data holdings, publications, and information services it offers including any restrictions on whom it services.

Library of Congress Computerized Catalog

The Library of Congress has automated the equivalent of a card catalog for all English language books and documents received since 1969, which can be retrieved either by author or title. Many materials in French, Spanish and Portuguese are similarly available, as are data for maps and motion pictures of the same period.

AVAILABLE THROUGH CRS

New York Times Information Bank

This data base, which is accessible through terminals in the Rayburn Reference Center, contains indices and abstracts of all *New York Times* articles since 1969, and selected material from over 60 other newspapers and magazines.

Justice Retrieval and Inquiry System (JURIS)

The Department of Justice has made available its legal information system, which contains the full texts of the U.S. Constitution and U.S. Code. It is being expanded to provide information from Public Laws, Solicitor General's briefs to the Supreme Court, Supreme Court decisions from the past 25 years, and certain tax Division memoranda. The data base can be searched by subject or specific word.

MEDLINE

Made available by the National Library of Medicine, this data base provides access to bibliographic citations from more than 1,200 medical research and public health journals, retrievable either by author or subject.

Economic Model of the U.S. Economy

Data Resources, Inc. offers a large-scale computerized econometric model of the U.S. economy, which contains forecasts to the fourth quarter of 1977 in such areas as consumer spending, automobiles, housing, and other topics of current national interest. The system contains its own economic assumptions, but is capable of issuing responses to different assumptions entered at terminals.

"Social Programs" Model

This computerized model was developed by Applied Urbanetics, Inc. to analyze the distributional effects of proposed federal aid-to-education formulas. It has since been expanded to include programs of assistance to the aged, child care proposals, and aid for crime prevention. Fund distribution under proposed formulas may be estimated at the state, county, or local educational agency levels, provided the necessary data is available.

EDSTAT

CRS has access to data collected by the National Center for Education Statistics in its annual Higher Education General Information Survey. Data can be extracted, on an institution-by-institution basis, about student enrollments, expenditure and revenue statistics, number and types of formal degrees awarded, and characteristics of faculties. Survey results on vocational education have also been placed in the EDSTAT system.

Automated Editorial System

CRS maintains the Administrative Terminal System (ATS), an internal data manipulation system, for use in editorial data storage. This program is very useful for storing materials requiring frequent updating, such as lists of grant programs, terminating dates of legislated programs, and committee jurisdictions. Various congressional committees have utilized it in preparing committee calendars and sorting material for committee prints. CRS uses it for "instantaneous" information transmission between access points in the Library and on Capitol Hill.

PERSONAL CONSULTATION

In addition to the skills of the general staff of CRS, personal consultation is available in a number of ways.

Subject Specialists

Subject specialists are usually always available for individual consultation with Members or staff about more in-depth and complex research inquiries and legislative issues.

Contracts and Consultants

In addition to the subject skills of the specialist staff, CRS is authorized to hire specialists on temporary bases to enhance its information resources on specific issues and projects.

Seminars

CRS conducts periodic seminar series, often in conjunction with private organizations, for Members and staff to discuss current issues with outside specialists.

PUBLICATIONS OF CRS

Multilithed Reports

Many of the studies and memoranda prepared by CRS are of general interest, and about 300 each year are publishesd for availability as background data. To alert congressional offices of the reports available, a two- to three-page "Green Sheet" listing of new reports is distributed monthly, and twice each year a complete catalog of studies in print, arranged by subject, is sent to each office.

These multilithed reports can generally be categorized into four types: analytical and background reports (usually 25–100 pages); statistical or other factual data; legislative and judicial summaries; and general information sheets usually used to assist with newsletters and constituent mail.

Bibliographies

Selected bibliographies will be prepared on request by virtually all divisions. Two continuing bibliographic services are now available, the Selective Dissemination of Information (SDI), which provides weekly automated cards citing new and current literature in a specified subject areas, and the Citations of Current Literature, obtainable monthly and arranged by author and subject.

Bill Digest

The Digest of Public General Bills and Resolutions furnishes brief content summaries of public bills and resolutions and any changes made during the legislative process. It also indicates committee action, floor action and enactments, and includes subject, sponsor, specific title and identical bill indices. It is normally published during each session of Congress in five or more cumulative issues, with biweekly supplementation as needed.

Major Issue Briefs

These are computer printouts, averaging 8–10 pages each, containing information on up to 200 key topics of congressional interest. Each brief, written and regularly updated by a subject specialist at CRS, contains a definition and background analysis of the issue, numbers and titles of relevant legislation, listing of pertinent hearings and reports, and, as appropriate, a chronology of significant events and references to professional literature.

Also, the briefs can be retrieved either on video screen or in hard copy via typewriter terminals. A list of current issue briefs is sent to all congressional offices every two weeks, and paper copies will be delivered within the day when requested by telephone.

Major Legislation of the Congress

Published and automatically distributed monthly to all congressional offices, Major Legislation of the Congress provides legislative status and bill content information on selected major bills before the Congress. It also provides relevant background information and references to appropriate and available reports relating to the issues. The "Legislative Status Checklist" is published weekly as a supplement to the MLC, providing updated information on legislative status, and containing cumulative listings of authorizations, appropriations and Presidential messages to Congress.

Continuing Committee Prints

Several committees of the Congress have requested that CRS assume responsibility for various compilations, oversight reports and annual studies, which have become, in effect, continuing CRS publications. The texts are prepared by CRS and then published as committee prints. The majority of them are compilations of laws in certain areas or comparative analyses of legislation and/or laws.

National Debate Topics

CRS is responsible for preparing compilations of materials, which are issued as committee prints, to provide background information and arguments on either side of the debate topics; one topic is selected annually for high schools by the National University Extension Association, and one for colleges by the American Speech Association. Members are provided with a limited number of copies for distribution to schools and colleges in their districts.

OTHER SERVICES

CRS Main Information Files

These central files, arranged by 2200 subjects of congressional concern, combine an administrative file, a vertical pamphlet file, and a clipping file or "morgue." They contain much of the work product of CRS over the past 50 years, and a great variety of other material. They are heavily used by CRS staff to answer congressional inquiries, and most are available in the Congressional Reading Room to staffs of congressional offices.

CIS Microfiche Library

The Congressional Information Service, a commercial enterprise, provides monthly indices of congressional documents so that specific witnesses, subjects and congressional bodies can be identified quickly and efficiently. These indices in turn refer to the Microfiche Library, located in the Library Services Division of CRS and containing all congressional hearings, committee prints, documents and reports, Senate executive reports and documents, and House and Senate special publications.

Speech Drafting Assistance

Background information will be supplied, or non-political speech drafts will be prepared if given sufficient time and information about the occasion, viewpoint to be expressed, length desired, etc.

Graphics

CRS provides for Members and committees this unique service which prepares and furnishes maps, charts, graphs, drawings and the like for use in hearings, documents or presentations.

Translations

CRS provides a translation service for congressional correspondence and other documents into and from the language of any major European, Latin American or Asian country.

USING CRS

Booklet on CRS

A booklet "CRS Services to Congress" is available from the Congressional Research Service. This publication describes the procedures for using the services provided by CRS, as well as providing a directory of the offices and services of CRS.

Tour and/or briefing on CRS

Informal briefings on CRS's functions and services are provided by the Office of Special Programs.

Library of Congress

NOTE: The information resources listed from this point to the end of Section 1 of this report on the Library of Congress are available from departments of the Library outside of CRS.

LAW LIBRARY

With the exception of those services concerning the American public law (provided by CRS), the Law Library provides research services to committees, members of Congress, and their staffs in the areas of foreign, comparative and international law. Reference facilities and services are provided in all areas of law.

The Law Library is organized into five divisions according to legal systems and languages. The five divisions and their areas of responsibility are as follows:

American-British Law.—Australia, Canada, Great Britain, India, New Zealand, Pakistan, certain other countries of the British Commonwealth and their dependent territories, and Eire;

European Law.—Nations of Europe and their possessions, except Spain and Portugal;

Hispanic Law.—Spain and Portugal, Latin America, Puerto Rico, the Philippines, and Spanish and Portuguese language states of Africa;

Far Eastern Law.—Nations of East and Southeast Asia, including China, Indonesia, Japan, Korea, Thailand, and former British and French possessions in the area;

Near Eastern and African Law.—Middle Eastern countries, including the Arab States, Turkey, Iran, and Afghanistan, and all African countries except Spanish and Portuguese language states and possessions.

Services of the Law Library include:

Analysis of problems in foreign, international and comparative law. Preparation of analytical studies, general background reports, factual information, and comparative essays.

Assistance to committees, upon request, in analyzing and evaluating foreign law questions, aiding in the preparation of hearings, suggesting appropriate specialists as possible witnesses, preparing questions for witnesses, etc.

Provision of books, legislative documents, journal articles, laws and other materials for the use of committees, members, and their staffs.

Foreign legal specialists are available for consultation and for provision of direct and telephone reference assistance.

Translation of legal documents in 50 languages.

General reference service through the five research divisions, the Anglo-American Law Reading Room, and the Law Library in the Capitol.

Compilation of legal bibliographies.

Requests for research services can be handled in the following ways (all requests are held confidential):

By telephone for brief, less detailed inquires.

By letter for more complex and detailed questions.

Write to: Law Librarian, Law Library, Library of Congress, Washington, D.C. 20540.

In person for direct consultation or use of the collection, go to the Office of the Law Librarian, Room 238, Library of Congress Building.

Printed reports on a wide variety of legal topics are prepared by the Law Library research staff for use by congressional offices. A compilation of available reports is appended to the "Green List" distributed monthly by the Congressional Research Service.

Law collection of over 1,600,000 volumes includes the world's largest and most comprehensive collection of foreign and international law. The collection covers all legal systems, historical and contemporary, religious and secular.

Anglo-American Law Reading Room

Anglo-American Law Reading Room, room 240, Library of Congress Building, 9–426–5079. Included in this 33,000 volume reference collection are federal and state statutory material, court reports, digests, law reviews, looseleaf services, treatises, and other important secondary sources and finding aids. Seating is provided for 125 users.

U.S. Legislative Documents, Main Reading Room Gallery, Library of Congress Building, 9–426–5083. Over 30,000 volumes of House and Senate publications—the *Congressional Record* (and its predecessors), the serial set, and an almost complete set of bills and resolutions. Current documents, committee prints, and reports, hearings, etc. are also available. Restricted access is possible during the remaining hours that the Anglo-American Law Reading Room is open.

Law Library in the Capitol

Room S–416, Capitol Building, telephone 47558 or 47559, administered by the Law Library of Congress, provides quick legal research and reference.

Withdrawal of most volumes in collection is allowed with exception of some reference works.

Loan period is generally 30 days, but can be adjusted to needs of the borrower.

Available Services include: Assistance of reference librarian; Response to telephone inquiries; Duplication of materials; Reading room study facilities; Obtaining materials from Main Library; and Referral of questions to expedite research.

RESEARCH DEPARTMENT

Geography and Map Division

The Geography and Map Division maintains the Library's cartographic collection, the largest and most comprehensive in the world. This collection includes reference books and journals, atlases, maps, globes, and three-dimensional plastic relief models, and it contains both air and water navigation charts, topographic map sets, historical maps, and maps dealing with geology, climate, vegetation, population, transportation and communication, resources, industries and wars. There is no single comprehensive catalog of the division's total holdings but card and book catalogs provide listings of specialized segments of the collection.

This Division is not housed in the Library of Congress complex on Capitol Hill but it is located at 345 South Picket Street, Alexandria, Virginia. Geographic and cartographic reference books, bibliographies and gazetteers, as well as current issues of some 200 cartographic and geographic journals may be loaned to Members of Congress. Reproduction of plates from atlases and of maps may be ordered through the Library's Photoduplication Service, subject to copyright or other restrictions. A brochure on the Division is available from them.

Geography and Map Reading Room

The services of the Division are available through the Reading Room but the Division's resources are not readily accessible inasmuch as the Geography and Map Reading Room is also located in Alexandria, Virginia. Requests for information and material can be made by telephone; however, there is usually a day's delay in obtaining material.

Latin American, Portuguese, and Spanish Division

This Division is the source of information about the cultures and societies of Latin America, the Iberian Pennisula, and those areas where the influence has been significant, particularly the Philippines and the southwestern part of the United States. The Hispanic collections are not housed in this Division but are in the general collections of the Library. The Division's primary role is to develop these collections and to explain and interpret them through published guides and bibliographies. A basic reference tool for information about this area is the annual bibliography compiled by this Division, the "Handbook of Latin American Studies," which since the 26th volume has alternated annually between coverage of the humanities and the social sciences. Information about individuals with specialized knowledge of the area may be obtained from the "National Directory of Latin Americanists" compiled by this Division. Another bibliography compiled by this Division is the "Latin American, Spain, and Portugal; An Annotated Bbliography of Paperback Books". The Division also

provides for the "Archive of Hispanic Literature on Tape"; original voice recordings of selections of the writings of contemporary Iberian and Latin American poets and prose writers.

Hispanic Society Reading Room

A special collection of reference materials is available in the Reading Room and it is staffed by a professional area reference librarian, who will provide orientation to researchers and scholars interested in Ibero-American and Latin American studies. The Hispanic Society Reading Room provides limited study facilities for researchers. The "Archive of Hispanic Literature on Tape" is available in the Reading Room.

A brochure describing the services and hours of this Division is available.

Manuscript Division

The Manuscript Division maintains for study and exhibit the Library's collection of original letters, papers, documents, records, and literary manuscripts, including the papers of 23 of the earlier Presidents of the United States and the records of the Senate Select Committee on Presidential Campaign Activities. The national manuscript collection is available for serious research. The Division has a professional staff of historians who are available for consultation. It is advisable to check with the Division on the matter of researching the collection due to the rules governing such research and the limitations on the use of some of the material. Catalogs, indexes and registers of some of the holdings are available with one of the most recent (1975) being "Manuscripts on Microform; a Checklist of the Holdings of the Manuscript Division.

Manuscript Reading Room

Available in the Division's Reading Room are a catalog of collections, a general index, special indexes for certain collections, and an inventory of the collection of foreign reproductions.

Music Division

The Music Division has custody of the Library's vast music collection, which in addition to music (both printed and manuscript), contains books on music, sound recordings (including non-music recordings), musical scores (orchestral, operatic, choral music, chamber music etc.) and other materials. The Division answers reference questions on the subject of music.

Recorded Sound Section

The tape, disc, and wire sound recordings of the Library's collections are maintained by the Recorded Sound Section of the Music Division and provides reference service in matters relating to sound recordings. This Section operates a recording laboratory for the Library and special listening facilities are available in the Section.

Archive of Folk Song

The Archives of Folk Song maintains, develops, and provides reference service on the Library's collection of folk music and folklore. The Library's holdings include recordings of folksong, folk music, folk tales, oral history; manuscript material, such as the Federal Writers'

Project, WPA, in the fields of folklore, ethnic studies and slave narratives; and standard folklore publications and magazines, newsletters, and ephemera of interest to folklorists. Every region and every State of the United States, as well as countries from every continent are represented in the Archives' holdings.

The reference services provided by the Archives' are answers to questions involving locally unavailable information, specialized bibliographies, tape recordings of the Archives' holdings, and for referrals to specialists.

Persons interested in the recordings of the Archives may also want to check with the Recorded Sound Section of the Music Division, which is described above.

Archives of Folk Song Reading Room

A Reading Room is maintained by the Archives of Folk Song which contains many of the books and periodicals dealing with folk music and folk lore from the Library's collection.

Orientalia Division

The Orientalia Division maintains and provides reference services on the Library's Chinese, Korean, Japanese, Southeast Asian, South Asian, Near Eastern and Hebraic collection of books newspapers, periodicals, microforms, and other publications. Information on holdings of Oriental materials of other institutions may be obtained through this Division.

Orientalia Reading Room

Access to the Library's collection from the above mentioned areas and the reference services of the Division are provided by the Orientalia Reading Room.

Prints and Photographs Division

The holdings of the Prints and Photographs Division consists of two collections, the General Collection and the Special Collection. The General Collection consists of nonbook pictorial materials, exclusive of maps and motion pictures, many with only partial cataloging. Prints and photographs documenting American history and civilization (including portraits, views, events), world history, and artists' prints of all periods. The Special Collections consist of 19th century American lithographs (including Currier and Ives); Civil War photographs, drawings, prints; political cartoons and caricatures (18th–20th centuries); documentary photographs (19th century to the early 1940's, including the Farm Security Administration-Office of War Information collection); artistic photographs; early American architecture (including Historic American Buildings Survey and the Frances Benjamin Johnson Photographs); artists' prints of many periods, countries, and techniques, including engravings, etchings, woodcuts of the old masters, the work of Joseph Pennell Whistler, etc., and modern prints, especially by American artists; 19th century posters (advertising, theatrical, circus) and 20th century posters of all kinds; and a large collection of original photographic negatives. A catalog of the American prints was compiled in 1970 and published by the Johns Hopkins Press.

Pictures are not available on loan for the purpose of study, selection, or reproduction. Prints and photographs will be lent for exhibi-

tions, by special arrangement with the Library's Exhibits Office. However, any picture, not copyrighted or otherwise restricted, can be copied to order by the Photoduplication Service and current price lists are available upon request.

Prints and Photographs Reading Room

The Collections of the Prints and Photographs Division are available for study in the Division's Reading Room. Lengthy searches or extensive editorial selection of pictures cannot be performed but names of free lance picture searchers supplied on request.

Motion Picture Section

The Motion Picture Section maintains the Library's film collections for scholarly study and research and public projection, preview, and loan services are not available. The collections consist of five major groups; films selected from copyright deposits, historic collections, major film studio deposits, American Film Institute Collection, films seized during World War II, and U.S. Government-produced films. This section may also be able to provide information with regard to the preservation of motion pictures.

The Motion Picture Section maintains a catalog of all films added to the Library's collection. Copies of film footage not restricted by copyright, by provisions of gift or requestor, or by physical condition may be ordered through the Section; however, the person requesting the footage is responsible for searching the Copyright Office records to determine the copyright status of that specific work.

Motion Picture Section Reading Room

The Reading Room of the Motion Picture Section maintains an extensive card file describing the Library's motion picture holdings. These files include a shelflist, a dictionary catalog, a nitrate film file, a directors file, and chronological and production company files for silent films. (At present there is no printed catalog describing the Library's film collection; however, the Library publishes cataloging information for films and related materials, as it does for books, in the form of the printed catalog card, and in addition, the Copyright Office prepares a semi-annual "Catalog of Copyright Entries: Motion Pictures and Filmstrips".) The Reading Room also contains a basic collection of reference books on cinema subjects, film distribution catalogs, yearbooks, reviews, and trade periodicals.

Rare Book and Special Collections Division

The Rare Book and Special Collections Division maintains and services the Library's rare books, magazines, newspapers, pamphlets and broadsides, about half of which are maintained as separate collections. There are about 40 such special collections; e.g., 2,400 volumes of the original Thomas Jefferson Library, libraries of famous people, comprehensive collections of books about famous people, and several generic collections.

Rare Book Reading Room

Assembled in the Rare Book Reading Room are some of the printed materials that describe its collections and there are reference assistants to consult for further orientation on using the collections of the Rare Book and Special Collections Division.

Slavic and Central European Division

The Slavic and Central European Division maintains the Library's holdings for 18 countries; Russia and the Soviet Union, the Slavic and Baltic countries, Albania, East Germany, Finland, Greece, Cyprus, Hungary and Romania. These holdings include current Slavic and Baltic newspapers and periodicals. The Division also provides translation services in the more than 20 languages used in its area of concern.

Slavic Room

Access to the Division's material and to its reference services is through the Slavic Room.

READERS SERVICES DEPARTMENT

Division for the Blind and Physically Handicapped

The Division for the Blind and Physically Handicapped administers a unique national program of supplying material which can be either read or listened to by blind or physically handicapped persons. The material in the form of braille-books and magazines, talking books and magazines, records and tapes, cassette tapes of books and musical instrument instruction (piano, organ and guitar), and a limited collection of large print music for voice, piano, and other instruments, as well as equipment to play the recordings is distributed through 54 regional and 92 subregional libraries. Materials for residents of the United States who are presently abroad are available by international interlibrary loan. Regional libraries determine reader eligibility and maintain records of the needs and preferences of borrowers.

Borrowers and interested organizations and individuals are acquainted with new book titles and services available to them through two bimonthly magazines and by catalogs compiled every two years. The Division also produces several newsletters and reference circulars for either general or specialized interests. Information about the volunteer program of reading the material for recording or taping may be obtained from the Division.

Blind or physically handicapped individuals interested either professionally or personally in music can obtain assistance and materials from the Music Services Unit of the Division. The staff of the Music Services Unit can answer reference questions on all aspects of music. If a requested selection is unavailable from any other source, a volunteer may be assigned to transcribe it in whatever form the borrower requires.

Three leaflets describing the services and materials of the Division and a number of newsletters and reference material is available from the Division.

Federal Research Division

This Division provides for the use of the collections and facilities of the Library of Congress and to other government departments and agencies besides the U.S. Congress.

General Reference and Bibliography Division

The General Reference and Bibliography Division provides reference and bibliographic services in person, by telephone, and through

correspondence in all subjects not covered by specialized divisions of the Library. The Bibliography and Reference Correspondence Section primarily handles requests received by correspondence, while the Public Reference Section provides reference services in the Main, Thomas Jefferson, and Local History and Genealogy Reading Rooms.

African Section

Developing the Library's Africana collections, assist researchers in locating materials, and compiling bibliographic guides to the collections are the primary roles of the African Section. The Section maintains a special collection of pamphlets, political ephemera, African area monographs, and periodical indexes. It has professional reference specialists and library technicians to assist with reference questions. The professional reference staff specializes in one of five areas; Central and Portuguese-speaking Africa, Eastern Africa, English-speaking West Africa, French-speaking West Africa, and Southern Africa.

Children's Book Section

A reference collection of children's books in English and some foreign languages is maintained by the Children's Book Section. This Section also maintains a biblography on children's books.

Loan Division

The Loan Division primarily provides information on loaning of Library material and provides the methods of obtaining such material. Therefore, it is described in Section 2 of this report. The Capitol Book Room operated by the Loan Division does provide additional information and it is included here.

Capitol Book Room

The Capitol Book Room, a branch of the Loan Division and located in the basement of the Capitol, contains a sizeable reference collection. This collection includes almanacs, dictionaries, encyclopedias, fact books, biographical and bibliographical directories, trade and business directories, governmental directories and manuals, books on language and literature, atlases and travel guides, and miscellaneous reference books and materials. Copies of a number of leading newspapers and periodicals are also available.

If the material you need from the Library is available on microfilm, you may request that the microfilm be sent to the Capitol Book Room, which has a microfilm reader. The Book Room also has underground tubes directly to the Loan Division at the main building of the Library. One of these tubes is a book tube by which you can have material delivered between the Loan Division and the Capitol Book Room in a few minutes. Another tube is used to send messages and letters between the above mentioned units.

Book Room staff is available for assistance and it remains open as long as either the House or Senate are in session.

Science and Technology Division

The Science and Technology Division has primary responsibility within the Library of Congress for providing reference, bibliographic and referral services in the broad areas of science and technology. This division maintains the Library's collection of scientific books,

journals and technical reports, the latter mostly in microform. (The largest current source of these technical reports is the National Technical Information Service (NTIS) of the U.S. Department of Commerce. They include reports generated under the research and development programs of the military departments, NASA, ERDA, and other Federal agencies.)

This division carries out bibliographical projects, as well as operating the National Referral Center for Science and Technology and the Science Reading Room. For a more complete description of the mission and services of the Science and Technology Division a brochure about the division may be obtained from the Office of Information of the Library of Congress.

Science Reading Room

The Library's collection of scientific books, journals and technical reports are available through the Science Reading Room, maintained by the Science and Technology Division on the fifth floor of the Library's Annex Building. Microform Readers are available for study of the technical reports. A reference librarian is on duty to guide and assist users of the Reading Room in use of their reference collection.

National Referral Center

The National Referral Center will assist you in locating answers to questions in science and technology by referring you to organizations and individuals that can provide answers to those questions. The Center itself does not attempt to furnish technical answers or references to literature but will direct you to sources with specialized knowledge of that subject.

Information is obtainable in three forms:

(1) An automated data base available through SCORPIO,

(2) By phoning the Center, or,

(3) By using one of the directories published by the Center under the general title "A Directory of Information Resources in the United States" with individual directories carrying the following subtitles

(a) "Federal Government, With a Supplement of Government-Sponsored Information Analysis Centers",

(b) "Social Sciences",

(c) "Biological Sciences",

(d) "Physical Sciences, Engineering",

(e) "General Toxicology", and

(f) "Water".

A brochure describing the National Referral Center's activities in more detail is available from the Center.

Serial Division

The Serial Division maintains the newspapers, magazines, journals, official government publications (except Legislative), and foreign government documents received by the Library of Congress. Recent editions are unbound, while others may be either unbound, bound, or microfilmed. The Division receives most of the major magazines and journals but does not maintain a catalogue on them. The publication "Newspapers Received Currently in the Library of Congress" provides a listing of available newspapers. There is some delay in obtaining the more recent editions of newspapers and periodicals as they are received through the mail by the Division.

Newspaper and Current Periodical Room

The collections of the Serial Division are primarily utilized through the Newspaper and Current Periodical Room. This Room has microfilm readers for reading those serials on microfilm as well as a number of directories pertaining to newspapers and periodicals.

COPYRIGHT OFFICE

Office of the Register of Copyrights

The Register of Copyrights exercises over-all direction and supervision of the work of the Copyright Office, including work in conjunction with copyright legislation and promulgation of copyright regulations. The Office of the Register includes a General Counsel's Office, with a legal and library staff, and a Planning and Technical Office.

Reference Division

Office of the Chief

The Office of the Chief plans, directs and coordinates the activities of the Division. Also, maintains operational liaison with the U.S. Customs Service concerning the implementation of those parts of the copyright law that relate to customs matters.

Information and Publications Section

The Information and Publications Section maintains the public office for answering mail and telephone inquiries about the copyright law, registration procedures, and copyright records, and for providing assistance to visitors to the Copyright Office. The Section also provides informational material and various publications on copyright, as well as occasional exhibits.

Reference Search Section

The Reference Search Section conducts searches in the Copyright Office records, furnishes reports on the copyright facts of record (including certified search reports), and assists the public in using the records of the Copyright Office.

Compliance Section

The Compliance Section is concerned with unregistered copyright claims, conducting searches in the records to determine whether or not specified works published with notice of copyright have been deposited for registration. If no record of registration is found, the Section writes to the copyright claimant concerning the deposit and registration requirements of the law and, when necessary, takes steps to invoke the demand provisions of the statute for noncompliance. The actions of the Compliance Section serve to obtain registrations that would otherwise not be made and thereby to make a part of the public records of the Office the copyright facts about such works; thus, in particular instances, works desired by the Library of Congress are acquired through the activities of the Compliance Section.

Certifications and Documents Section

The Certifications and Documents Section furnishes certifications and certified copies of the official records of the Copyright Office, including copies deposited for registration, other certified statements, and miscellaneous legal documents.

Cataloging Division

The Cataloging Division maintains the bibliographic and physical description of all copyrighted works registered or received in the Copyright Office in accordance with the provisions of the copyright law (Title 17, U.S.C.), the recording of the legal facts of copyright pertaining to each work, and the preparation of catalog entries in such form as to provide effective reference access to all information of record regarding any copyright registration;

the recording of assignments and other documents, notices of use, and notices of intent to use, in accordance with the provisions of the copyright law;

the production and distribution of all catalog cards required by the Copyright Office and its clientele; and

the preparation for the printer and reproduction in other formats of copy for all current and cumulative issues of the Catalog of Copyright Entries.

Service Division

Office of the Chief

The Office of the Chief is responsible for planning, coordinating, and directing all activities of the Division.

Fiscal Control Section

The Fiscal Control Section examines and schedules all remittances received, makes daily deposits with the Treasurer of the United States; prepares master control cards; assigns classification symbol-registration numbers to domestic and foreign material which meets registration requirements; maintains appropriate accounting records; and prepares all required financial statements and reports.

Materials Control Section

The Materials Control Section conducts exhaustive searches in various files throughout the Office and the Library for missing elements or data concerning pending cases; obtains and connects all elements (including application, copies, and fee) required for the registration process prior to forwarding material to the Examining Division; prepares material for the consideration of the Selection Officers; separates and forwards copies selected for the Library's collections; is responsible for the custody and maintenance of the correspondence and unfinished business files of the Copyright Office; maintains a subject file of all material of subject significance; and receives and dispatches all Copyright Office mail.

Records Control Section

The Records Control Section maintains and services the deposit copies that have not been selected by the Library of Congress; the application records of copyright registrations and the Copyright Card Catalogs; and affixes the Copyright Office seal to all certificates of registration.

Examining Division

The duties of this Division are the examination of all applications, certifications, copies, affidavits, and other material presented to the Copyright Office for the registration of original and renewal copyright claims to determine their acceptability for registration under the pro-

visions of the copyright statute and court decisions; the examination of assignments of copyright and related documents pertaining to copyright, notices of use and notices of intention to use music on mechanical instruments, presented for recordation in the Copyright Office; and the conduct of legal research relating to the interpretation of the copyright law and resulting in the formulation of policies, practices, and actions of the Examining Division.

AMERICAN REVOLUTION BICENTENNIAL OFFICE

The American Revolution Bicentennial Office plans and coordinates a series of symposia focusing on themes of the American Revolution, publishes the papers presented, and provides annotated bibliographies of suggested barkground reading on the Revolution. This Office is not connected with the American Revolution Bicentennial Administration.

NOTE: It is anticipated that this office will operate not only during the Bicentennial year but continue during what is considered the bicentennial period.

PAPERWORK MANAGEMENT SECTION

The Paperwork Management Section of the Central Services Division assists Congressional offices in the organization, maintenance and disposition of records and files.

PUBLICATIONS OFFICE

The Publications Office; under the Assistant Librarian, is primarily an administrative office of the Library of Congress and it has the responsibility for most matters relating to the procurement of publications. Library of Congress materials may be published under one of three ways; by the Library itself, by the U.S. Government Printing Office and available through them, or by private sources such as university presses.

This office issues a variety of information publications and guides to the collections in the Library and an annual list of Library Congress publications with the title "Library of Congress Publications in Print."

SECTION 2: INFORMATION ON THE ADMINISTRATION OF THE LIBRARY OF CONGRESS

NOTE.—This Section, like the first one, has been broken down into two subsecsections. The first concerns CRS and the second covers the rest of the Library of Congress.

It is not possible to completely separate those offices which could provide information on the administration of the Library or CRS from those offices that provide information about the organization and operations of the Library and CRS. Therefore, it is recommended that both Sections be studied to obtain as complete as possible listing of available sources in both categories.

Congressional Research Service

Director

The Director of the Congressional Research Service serves as chief of the Senior Specialists Division and is in charge of planning and

coordinating the policies, programs, research and study projects carried out by CRS. This office can provide comprehensive information on the activities, workload, organization, and future plans of CRS.

Office of Assignment and Reference Coordination

This office furnishes information concerning the receipt and assignment of congressional requests for research and reference.

Assistant Director for Research and Analysis

This office, whose function is to monitor and maintain the quality control of CRS research, provides information on the policies and procedures relating to research methodology, especially that involved in major and inter-discipline projects. It is also the funnel for division budget requests and specific area staff needs.

Office of Administration

This office can provide statistical information about CRS finances, personnel, workload and reports.

Library of Congress

Administrative Department

The Administrative Department provides the necessary functional support to all departments and divisions of the Library. It is responsible for financial and personnel management, and for the automation, preservation, and administrative management services and support programs of the Library.

Office of the General Counsel

The Office of the General Counsel serves as the legal advisor for all matters relating to the administration of the Library.

Office of the Chief Internal Auditor

The Chief Internal Auditor plans and implements financial and management-operational audits throughout the Library.

Loan Division

The Loan Division is responsible for all loans made from the Library except those from the Law Library in the Capitol, and maintains a congressional waiting list to fill requests for materials not readily available from the Library's collections.

Information Systems Office

This office provides general and technical information about the automatic data processing services to the various operations of the Library. Divided into the Computer Applications Office, the Systems Development and Standards Office, and the Computer Service Center, the ISO writes many of the functional software programs used in the Library's computers, and provides information about the Library's use of generalized software, as well as about the overall use, performance and security of the computer systems.

Working Group on Automation

The Working Group on Automation is a joint group, CRS and ISO, comprised of information specialists, analysts, and management personnel who coordinate, monitor, and evaluate congressional information support activities related to automation.

Stack and Reader Division

Custody and reader service of the general book collections and maintenance and service of the Library's microfilm collection are the responsibilities of the Stack and Reader Division of the Reader Services Department. The Division also provides stack passes and special study facilities.

To facilitate research projects involving extensive use of the Library's collections, it makes available a number of study desks and reserve shelves near the reading rooms. The demand for these services often exceeds the supply and it is not always possible to give positive assurances of an assignment. Applications, therefore, are considered on the basis of facilities available, the extent of use planned by the researcher, and the scope of the studies involved. These facilities are administered by the Stack and Readers Division. A booklet describing these facilities and the regulations is available from the Division.

Processing Department

The 17 organizational units and 15 overseas offices that make up the Processing Department encompass a wide variety of responsibilities, including the acquisition and cataloging of materials added to the Library's collections and the distribution of the resulting bibliographic information in the form of magnetic tapes, proofsheets, technical publications, published catalogs, and printed cards to libraries and information centers throughout the world.

Many of the organizational units and overseas offices of this Department perform functions which would not provide information of use to a Member. However, a number of these units perform duties which would provide information about the administration and operations of the Library as well as information about the subject of their work. These units and offices are listed below.

Exchange and Gift Division

The Exchange and Gift Division acquires library materials by means other than by purchase, including exchanges with institutions throughout the world, gifts from individuals and organizations, and receipts under special provisions of the law, such as publications issued by the Superintendent of Documents (G.P.O.), those deposited under copyright regulations, and those transferred from other government agencies. The exchange program centers on reciprocal arrangements with governmental organizations and scholarly institutions. Special collections such as personal papers and manuscripts are prominent among the gifts. The acquisition of U.S. Federal and state publications entails review and selection of such publications for permanent retention by the Library and the preparation of two publications, the "Monthly Checklist of State Publications" and the "Non-GPO Imprints Checklist". The Division is also responsible for the custody and disposal of all surplus material. Information with regard to the regulations on the disposal of surplus material is contained in the "Congressional Handbook" published by the Joint Committee on Congressional Operations.

Technical Processes Research Office

The Technical Processes Research Office plans and administers investigations of the Library's methods of catalog control, such as de-

scriptive cataloging, classification, subject analysis, indexing, and file arrangement, with special emphasis on how automation may affect them. The Office designs studies to evaluate the individual methods in the context of catalog control as an integrated process, to suggest improvements, and to provide a sound basis for automating these functions.

MARC Development Office

In addition to other duties, this Office also plays a major role in developing national and international standards for automation of bibliographic records for all types of material.

Overseas Operations Division

The Overseas Operations Division administers the Library's foreign field operations which have been established under the National Program for Acquisition and Cataloging (NPAC) and the Special Foreign Currency Program under Public Law 480. This Division is responsible for the rapid acquisition and cataloging of important current library materials published throughout the world. To carry out this responsibility this Division has field directors in residence in 15 overseas offices.

Decimal Classification Division

The Decimal Classification Division develops, revises and prepares for publication the "Dewey Decimal Classification" in full and abridged editions, classifies titles in the major western European languages according to the Dewey system; and provides guidance on a worldwide basis, in the interpretation and use of the system.

Catalog Management Division

The Catalog Management Division plans, organizes, and maintains the general card catalogs of the Library, which include the Main Catalog, General Serials Catalog, Official Catalog, Annex Serials Catalog, National Union Catalog of Manuscript Collections, Far Eastern Languages Catalog, Law Catalog, Music Catalog, Catalog of Juvenile Books, and other special card catalogs as assigned. In addition to its work on the various catalogs of the Library, the Division provides reference service concerning the receipt and location of materials in the Library through its Process Information File.

Catalog Publication Division

The Catalog Publication Division plans, compiles, edits, and prepares for publication the comprehensive book catalogs which form the "National Union Catalog" and other Library book catalogs, including "Subject Catalog" (formerly "Books: Subjects"); "Music, Books on Music, and Sound Recordings" (formerly "Music and Phonorecords"); "Films and other Materials for Projection" (formerly "Motion Pictures and Filmstrips"); the "National Register of Microform Masters"; "Newspapers in Microform: United States"; "Newspapers in Microform: Foreign Countries" (formerly "Newspapers on Microfilm"); "Symbols of American Libraries"; "Library of Congress Name Headings with References"; "Monographic Series"; and "Chinese Cooperative Catalog". The Division edits and prepares for publication miscellaneous catalogs, and indexes in cooperation with other divisions of the Library, by arrangement with other government agencies, and by contract with professional organizations or

commercial publishers; acts as the official liaison with other libraries on matters relating to the requirements for reporting to the "National Union Catalog"; and serves as a clearinghouse for microfilming programs and for the development of national registers of certain materials.

Cataloging Distribution Service Division

The Cataloging Distribution Service Division has cards printed and supplied to the Library of Congress and other libraries, sells bibliographic data in the form of proofsheets, printed cards, machine-readable tapes (MARC), book catalogs, and technical publications to libraries, learned societies, professional institutions, government agencies, private institutions, and cooperative and commercial processing centers; and maintains the master bibliographic data base for the sale of all of the Library's cataloging. This Division is the first source of most of the cataloging information in the United States and must always be the court of last resort for seldom used records.

Serial Record Division

The Serial Record Division maintains the record of the Library's serial holdings in Roman, Greek, Hebraic, and Cyrillic alphabets (exclusive of newspapers); lists all new titles in "New Serial Titles"; and provides reference service in response to questions from within the Library and from other government agencies which can be answered from its files. The National Serials Data Program Section functions as the U.S. national center in the International Serials Data System, a network of control centers responsible for the registration of serial publications and the exchange of data about serials through the preparation of standardized bibliographic descriptions which highlight the International Standard Serial Number (ISSN) and a unique "key title".

Photoduplication Service

The Photoduplication Service responsibilities include the furnishing for Congress, the Library itself, other government agencies, and the general public photoduplicates of material in the Library's collections. These services include electrostatic positive prints, facsimile prints, 35mm microfilm negatives, 35mm microfilm positives, photoprints from 35mm microfilm, photographic negatives, photographic prints, view photographs, and blue line or black line prints. The Photoduplication Service also assists other units of the Library in preservation of their collections.

A brochure outlining the photoduplication services is available from the Library, the rates of such services, and conditions of service is available from the Photoduplication Service at the Library.

Central Services Division

The Central Services Division is responsible for the receipt, routing, and dispatch of mail; maintenance of the Central Files of the Library; provision of local transportation services required by the Library staff; preparation of camera copy, reproduction by offset method, assembling and disseminating, as required, of administrative issuances and near-print publications; distribution of publications and maintenance of stock and mailing lists; maintenance of the official list of officers of the Library; and operations of the Library's telecommuni-

cations services. The Division has Library-wide responsibility for the organization, maintenance and disposition of official records; design and inventory of forms; and conduct of surveys and studies to improve management of official records. The Chief is the records officer of the Library, is the custodian of the Library's official seals, provides liaison between the Congressional offices and the Library on paperwork management matters and related problems, and plans and directs the functions of the three sections of the Division, the Administrative Services, Paperwork Management, and Printing and Processing Sections.

Budget Office

The Budget Office bears the major responsibility for formulating budget policy within the overall Library policy framework and for devising and executing the budget program; provides budget service to the Library and is responsible for the day-to-day supervision of all budget operations irrespective of the source of funds and for other related functions such as preparation of budget reports.

Office of Assistant Director for Personnel

Responsibility for directing and coordinating the Library's personnel management program rests with the Office of the Assistant Director for Personnel. The Assistant Director represents the Librarian in personnel matters, develops, implements, and reviews the Library's personnel program; carries out certain control functions; assists and services the Library's constituent activities; and serves as the Library's liaison officer with the Civil Service Commission and other Federal agencies in personnel matters. Develops plans for more effective utilization of the Library's manpower resources, and for coordinating the planning of the Library's intermediate and long-range staffing needs.

SECTION 3: INFORMATION ABOUT THE ORGANIZATION AND OPERATIONS OF THE LIBRARY OF CONGRESS

Congressional Research Service

Office of Special Programs

This office plans and develops new services for Congress, monitors ongoing special programs, administers CRS seminar and orientation programs for the Congress, and develops and coordinates CRS automated information and systems analysis programs. It is particularly helpful in explaining the content and usage of CRS automated data files and systems. A booklet entitled "Services to Congress" is published by this office.

Assistant Director for Congressional Committee Relationships

This office maintains continuous liaison with congressional committees, discerning and channeling their needs and assuring the responsiveness of CRS. Specifically it provides information about the subject research and terminating programs lists.

Library of Congress

Office of the Librarian

The Office of the Librarian of Congress is responsible for the over-all planning and direction of the programs, services and operations of the Library. Through several of its subdivisions, the Office of the Librarian is the chief source of general information about the organization, history, operations, collections, exhibits and publications of the Library.

Deputy Librarian of Congress

The Deputy Librarian of Congress shares with the Librarian and the Assistant Librarian over-all administration of the Library of Congress, as well as acting with final authority in specified areas which include recommendations for disposal of surplus materials in the Library's collections, travel, some personnel matters, purchasing and pricing of books or library materials, and reapportionment of funds under certain circumstances. In addition, the Deputy Librarian coordinates programs of the Library financed with gift and trusts funds, as well as exercising general oversight over such programs.

Assistant Librarian of Congress

The Assistant Librarian of Congress shares with the Librarian and the Deputy Librarian overall administration of the Library of Congress. The Assistant Librarian of Congress confers with representatives of the Library and other professional and learned organizations on problems of mutual concern; coordinates relations between the Library and the Congress, except for normal relations involving the providing of research and reference service to Congress, with responsibility for reviewing the work of the Legislative Liaison Office; directs arrangements for major special events in the Library, or elsewhere when the Library is a co-sponsor, and drafts or reviews drafts of all speeches, articles, and statements prepared for the Librarian's use.

Legislative Liaison Officer

The Legislative Liaison Officer is the informational link to Congress about legislation affecting the Library, budgetary statistics, and general questions about the Library and its services.

Federal Library Committee

The Federal Library Committee considers and recommends measures for the implementation of Federal library policies and programs, and serves as a forum for the communication of information among Federal librarians and library users.

Assistant Librarian of Congress for American and Library Studies

This Assistant Librarian of Congress directs the activities of the American Revolution Bicentennial Office, and provides coordination and support to the American Folklife Center, the Oliver Wendell Holmes Devise, and the National Commission on New Technological Uses of Copyrighted Works. In addition, this Assistant Librarian assists the Librarian as Secretary of the Library of Congress Trust Fund

Board, as well as develop, plan, and implement various intellectual and cultural programs associated with American and library studies.

American Folklife Center

The American Folklife Center, created by the American Folklife Preservation Act of 1976, coordinates both within and outside of Federal Government the efforts to preserve American folklife.

Permanent Committee for the Oliver Wendell Holmes Devise

This Committee established by the Congress, oversees the use of the resources of the estate of Oliver Wendell Holmes in the preparation of a definitive history of the U.S. Supreme Court.

National Commission on New Technological Uses of Copyrighted Works (CONTU)

This Commission established by the Congress, in 1974, studies and compiles data on the reproduction and use of copyrighted works of authorship and the creation of new works by the application or intervention of such automatic systems as computers, or machine reproduction.

Assistant Librarian of Congress for Public Education

The Assistant Librarian of Congress for Public Education directs the activities of the Exhibits Office, the Information and Media Services Office, the Publications Office, and the Interpretive Projects Officer.

Exhibits Office

Under the general direction of the Assistant Librarian, the Exhibits Officer develops proposals for exhibits for the entire Library.

Publications Office

This office issues a variety of informative publications and guides to the collections in the Library, for other libraries, scholars and the general public. Available free is the *Library of Congress Publications in Print* (March 1975) containing a listing of 395 such publications and information about ordering.

Information and Media Services Office

As the principal source of general information about the Library, this office provides a monthly "Calendar of Events in the Library of Congress," listing current and upcoming exhibits, concerts and literary programs of the Library.

Assistant Director for Preservation

The Office of the Assistant Director for Preservation is responsible for all offices engaged in directing and coordinating activities throughout the Library relating to the preservation, protection, maintenance, and restoration of all Library materials and collections with the exception of motion picture films and sound recordings. In addition, this office coordinates and develops the Library's centralized budget for all preservation activities.

Collections Maintenance Office

The Collections Maintenance Office is responsible for the physical care and maintenance of the collections, including the routine cleaning of the collections, and for scheduling and carrying out the treat-

ment of leatherbound materials. As required, develops recommendations covering special conditions for the proper storage of Library materials; monitors environmental conditions in all stack areas, insofar as these relate to preservation; and makes recommendations for building or bookstack modifications to promote the preservation of Library materials.

Preservation Microfilming Office

The Preservation Microfilming Office is responsible for the conduct and management of the Library's program to preserve by microfilming and, when necessary, arrange for or make recommendation for the repair, or replacement or disposal of deteriorated, damaged, and mutilated materials. This office is also responsible for maintaining liaison with Library of Congress units and other libraries engaged in programs to preserve Library materials by microfilming.

Preservation Research and Testing Office

The Preservation Research and Testing Office is responsible for the conduct and management of a broad-based research program covering the permanence, durability, preservation, and restoration of all types of Library materials. This office also tests, as required and maintains quality control over supplies and materials used in, or related to, the restoration and preservation of Library materials.

Restoration Office

The Restoration Office is responsible for the preservation and restoration of all Library materials, including rare books, manuscripts, works of art on paper and photographs, maps, newspapers, the general book collections, and all non-book materials. This office is also responsible for the investigation and development of new and advanced techniques in the restoration and conservation of Library materials.

OFFICE OF TECHNOLOGY ASSESSMENT

The Office of Technology Assessment was established as a legislative agency with the enactment of the Technology Assessment Act of 1972 (P.L. 92-484).

Functions Mandated by Law

According to the above mentioned public law, the functions of OTA are to:

(1) Identify existing or probable impacts of technology or technological programs;

(2) where possible, ascertain cause-and-effect relationship;

(3) identify alternative technological methods of implementing specific programs;

(4) identify alternative programs for achieving requisite goals;

(5) make estimates and comparisons of the impacts of alternative methods and programs;

(6) present findings of completed analyses to the appropriate legislative authorities;

(7) identify areas where additional research or data collection is required to provide adequate support for the assessments and estimates described above;

(8) undertake such additional associated activities as the appropriate authorities may direct.

Order of Assistance (by Law)

The statute further provides that assessment activities undertaken by OTA may be initiated by:

(1) the Chairman of any standing, special, select, or joint committee of the Congress, acting for himself or at the request of either the ranking minority member or the majority of committee members;

(2) the Technology Assessment Board;

(3) the Director of OTA, in consultation with the OTA Board.

Section 1: Information to Assist Members in Their Official Duties

Due to the responsibilities mandated by law to the Office of Technology Assessment, this agency provides little direct information to Members and their staffs. However, because of these functions, the agency may be the starting point for locating technical or scientific information resources. It is suggested that the Office of the Director at OTA be called to see if the agency may be able to assist you. Descriptions of the organizational structure and resources listed below will give you an indication of their areas of study.

Assessment program areas

The Office of Technology Assessment is organized into broad program areas, such as Oceans, Transportation, Energy, Materials, Food, and Health. These areas are broken down further into specific studies. Each area can provide a number of information resources but they will be limited. Some studies are not undertaken here in Washington and the persons performing them will be unavailable.

Assessments made by OTA, including any information obtained, surveys, studies, reports, and findings related thereto, are first made available to the initiating committee or appropriate committees of the Congress, after which they are made available, in most instances, to others.

Assessment Program Manager

The activities and studies of a specific Assessment Program Area are coordinated by the Program Manager.

Advisory Panel

An Advisory Panel of expert consultants is established for each Assessment Area.

Public Participation

Public participation experts at OTA establish contact within areas in the United States included in any study being made by OTA, with citizens and various interests groups to provide information about the assessment, its subject matter, the probabilities of potential impacts, and the public policy issues which stem from them.

Library

The Office of Technology Assessment has a small research library primarily to provide current information for the research staff and to coordinate requests for service from the Congressional Research Service of the Library of Congress.

Two special files are maintained by the OTA Library. One file contains material on the history of OTA, while the second is a file of reports issued by OTA.

Publications

Assessment studies which have been approved are made available to the Congress only upon release by the requestor. The studies may also be released to the public except where release would violate security statutes or violate exceptions shown in the Freedom of Information Act.

Information about the activities of OTA may be obtained from the Annual Report of the Office which is required by law.

Advisory Council

The Advisory Council according to OTA is to advise on such technology assessment matters as may be requested by the Congressional Board.

SECTION 2: INFORMATION ON THE MANAGEMENT OF OTA

OFFICE OF THE DIRECTOR

Administrative and financial aspects of the OTA operations are overseen by the Administrative Officer who reports to the Director.

Technology Assessment Board

The Congressional Board, consisting of six Senators and six Representatives sets the policy and provides oversight for the operations of the Office.

SECTION 3: INFORMATION ABOUT THE OPERATIONS AND ORGANIZATION OF OTA

The Office of the Director and the Congressional Board described above are primary sources of information about the operations and organization of OTA. A general outline of these operations may be obtained from the Office's annual report.

UNITED STATES SENATE

The United States Senate as a body, serves not only as a legislative entity, but also as an information source for its Members and the Members of the U.S. House of Representatives.

Section 1: Information for Official Duties

LEADERSHIP

The Leadership of the U.S. Senate, composed of the Majority Leader, the Minority Leader, and the Assistant Majority and Minority Leaders, provides advice in connection with the legislative activity of the Senate, when it is acting as a unit.

OFFICIALS AND OFFICES OF THE SENATE

Officials and Offices of the Leadership are sources of information regarding the majority and/or minority positions on the issues(s) or on specific pieces of legislation, planned and proposed Senate floor activity schedules, and varietal legislative activity of some entities of the Senate.

PARLIAMENTARIAN

The Parliamentarian is responsible for advising the presiding officers and Members of the Senate on parliamentary situations and procedures.

The Senate Parliamentarian's Office may be consulted about parliamentary procedures dealing with bills and resolutions which have been referred to that body.

DOCUMENT ROOM

Established under the rules of the Senate, the Document Room provides copies of Senate and House bills and documents, resolutions, reports, public laws, compliations of laws, and various other publications. For a list of subjects for which there are compilations see page 122 of the *Congressional Handbook* for the Senate.

The Document Room utilizes the Aquarium system for accessing the Senate Library computer for research and indexing purposes. This system allows one to request a bill by its number, sponsor, or subject matter. Companion bills may also be requested by this procedure. If the requester knows exactly what is needed, a telephone answering service is available.

SENATORS AND COMMITTEES

Individual Senators, Senate committees and committee staff, and committee documents all serve as valuable information sources. For an explanation of the data obtainable from these sources, refer to the report "Inventory of Information Sources in the U.S. House of Representatives."

SENATE LIBRARY

The Senate Library is a legislative quick reference library primarily for Senators and Senate staff. House Members and House staff may utilize the facilities and materials of the Library but are not granted

loan privileges. The Library originated in 1871 and it is the depository for all congressional documents produced by the Senate and its committees. Most congressional documents produced by the House and its committees are also on deposit in the Senate Library. For a representative list of available volumes see Appendix C, page 151 of the *Congressional Handbook* for the U.S. Senate.

Major information services available to House Members and staff, time permitting, from the Senate Library are the two automated systems for retrieving information on legislation.

The Bill Status System disseminates bill status information on all bills and resolutions before Congress, and it is responsive to questions on bill status posed by bill number, sponsor or cosponsor, committee or subject matter.

The Scorpio System provides access to three data bases of the Library of Congress: The Bill Digest File, the Major Issues File, and the Bibliographic Citation File—provides references to published materials on a variety of subjects related to significant current issues.

Other available information services include responses to legislative and general information inquiries, assistance of the librarians, reading room, limited research, and limited photocopying of needed data.

A recent addition to the Senate Library was the Micrographic Center. Services available from the Center are the use of the microfiche films of printed congressional hearings, reports, documents in the U.S. Serial Set, and bills and resolutions beginning with the 91st Congress. If copies of the information contained on the fiche are needed, several reader/printers are available.

MICROFILES

File	*Content*
Microfiche:	
Congressional Hearings File	Printed hearings of House and Senate Committees (1839–1969).
Witness Index to Congressional Hearings File.	Name index of witnesses testifying before Congressional Committees (1839–1966).
CIS U.S. Serial Set File	Numbered legislative reports and numbered documents of the House and Senate (1817–1969) (to be completed by 1979).
CIS Microfiche Library File	All hearings, numbered legislative reports, numbered documents, committee prints of the House and Senate, Senate executive reports and documents (1973–Present).
Bills and Resolutions File	All bills and resolutions of the House and Senate (1969–Present).
Committee Prints File	Committee prints of House and Senate (circa 1900–1969) (available in 1976).
Opinions of the Attorney General	Legal opinions of Attorney General (1789–1960).
Statistical Abstract of United States	Statistical data (1878–1968).
Government Printing Office (GPO) Monthly Catalog.	Catalog of government publications issued and indexed by GPO (1895–1972).
Agriculture Yearbook	Yearbook published by Department of Agriculture (1894–1968 with exceptions).
Microfilm:	
New York Times 35mm	1966–Present.

Section 2: Information About Management in the Senate

SENATE MANUAL

The Senate Manual is prepared each Congress by the Senate Committee on Rules and Administration and contains the standing rules, orders, laws, and resolutions affecting the Senate. Also included are lists of Senators and members of the Executive Branch.

CONGRESSIONAL HANDBOOK

The Joint Committee on Congressional Operations prepares and distributes the *Congressional Handbook*, Senate version, a looseleaf compendium of administrative information for Senate offices, which is updated frequently. Specifically, the Senate *Congressional Handbook* describes the allowances for establishing and maintaining Senate offices, services available to Senators, information sources, privileges of Senators and benefits of employment.

The *Handbook* also provides detailed descriptions of the duties and responsibilities of the officers of the Senate who perform or direct administrative functions and disseminate what can best be described as management information.

OFFICE MANAGEMENT AND SPACE LAYOUTS

Upon request, the Joint Committee on Congressional Operations will provide assistance to improve Senate offices' organization and management. Grid boards simulating office suites and scale models of office furniture and equipment are available for use at the Joint Committee on Congressional Operations. They can be used to visually arrange staff and equipment placements.

Section 3: Information About the Organization and Operation of the Senate

OFFICE OF PUBLIC RECORDS

The Senate Office of Public Records serves as a depository for original Senate documents pertaining to the following areas: The Federal Election Campaign Act (at the present time); the Federal Lobbying Act; The Federal Corrupt Practices Act; Expenditures of Foreign Currencies and Appropriated Funds; Statements of Contributions and Honorar ums; Political Activity of Congressional Employees; Supplemental Financial Disclosure by Candidates; Voluntary Disclosure of Financial Status of Senators; and Listings of Senate Committee Professional Staff Members and Their Salaries.

The documents which are on file with the Office of Public Records are open to the general public. Copies of some of these reports and statements are available on request. For further information and/or questions regarding the documents mentioned above, visit or call the Office of Public Records.

CURATOR OF ARTS AND ANTIQUITIES

The Office of the Curator was established by S. Res. 382, October 1, 1968 for the purpose of caring, protecting, and placing of works of art,

exhibits and historic objects in the Senate wing of the Capitol and the Senate Office Buildings. The major responsibility of this office lies in the maintenance of the history of the Senate through its documents and artifacts.

Within the next 2 years, the Office plans to publish an illustrated work on the fine and decorative arts located in the Senate wing of the Capitol and the Senate Office Buildings. The plan also calls for an updated version every 5 years.

The Curator's office also has computer facilities capable of limited research in locating works of art, historic objects, and other memorabilia under the jurisdiction of the Senate, and of giving an historical background to various rooms in the Capitol.

SENATE HISTORICAL OFFICE

The Senate Historical Office was established under the provisions of the Legislative Branch Appropriations Act of 1976, to serve as a clearinghouse for legislators, scholars and the general public interested in the history and tradition of the Senate and its Members.

The primary function of the office is to collect, organize, and disseminate, primary source documents produced by the Senate which have never been published. In addition to printed source documents, photographs and other pictorial representations will also be collected and preserved.

In carrying out its responsibilities, the Office will work closely with standing committees of the Senate to decide what is worth publishing, what might be sent to the National Archives, and what might be filed for release at a later date.

Future plans call for the establishment of an oral history program consisting of transcribed recollections of present and former Members and staffs that will eventually be released to the public; and publishing a document detailing the location and scope of collections of former Senator's papers.

PUBLICATIONS

Since the following publications contain information about the Senate and the House of Representatives, they were included with explanations, in section three of the *Inventory of Information Sources in The U.S. House of Representatives.*

Rules Adopted By The Committees of Congress
Court Proceedings and Actions of Vital Interest to the Congress
Congressional Directory
Biographical Directory of the American Congress
Congressional Pictorial Directory